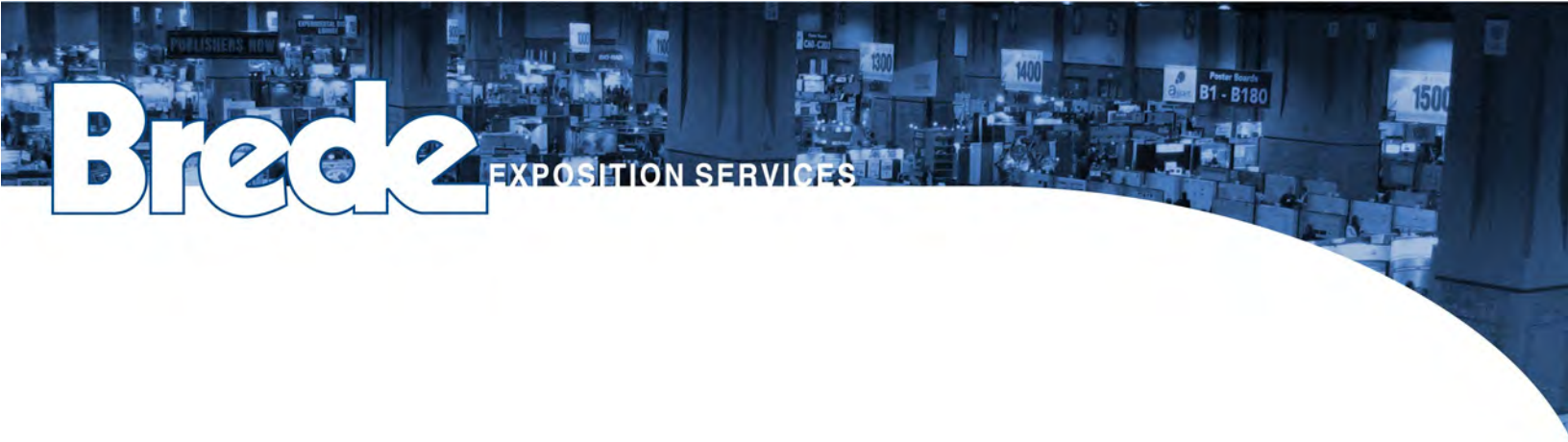

AMERICAN PSYCHOLOGICAL ASSOCIATION

120th American Psychological Association Annual Convention
Orange County Convention Center
Orlando, FL
August 2-5, 2012

Dear Exhibitor:

Brede National Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming ***APA Annual Convention.*** We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's APA 2012 Customer Service Representative at jalexander@brede.com or 301.937.8600x35.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Jan Alexander

Brede

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

120th American Psychological Association Annual Convention

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Brede EXPOSITION SERVICES

Brede Customer Service

- *301.937.8600 Fax 301.937.2952 e-mail:* jalexander@brede.com
- *Office Hours: 9:00 AM - 5:00 PM (eastern time)*
- *No telephone orders accepted; please complete and submit your order and credit card information to Brede.*

Show Management

- Jodi Ashcraft, Director Advertising & Exh Sales
- 202.336.5565
- jashcraft@apa.org

- Mona Alcazar, Exhibits Manager
- 202.336.5627
- malcazar@apa.org

Booths

Each 10' booth includes:

- 8' high back drape
- 3' high side drape
- (1) two-line booth ID sign

In addition to the Standard Booth, all Employer Booths receive:

- 10' Carpet - Blue
- (1) 6' draped table - Blue
- (2) Side Chairs
- (1) wastebasket

- Drape Colors: White Aisle Carpet Color: Blue

The exhibit hall is not carpeted. Exhibitors may bring their own floor covering or rent carpet through Brede National Exposition Services using the *Carpet* form. Carpet is preferred by show management.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **July 27, 2012**

TO: Exhibiting Company Name and Booth #
FOR: APA
Brede National Exposition Services
c/o Brede/Allied
2502 Lake Orange Drive
Orlando, Florida 32837

Direct to Show Site

Do not deliver prior to: **August 1, 2012**

TO: Exhibiting Company Name and Booth #
FOR: APA
c/o Brede National Exposition Services
Orange County Convention Center
9800 International Drive, Halls A4, B1-3, West Building
Orlando, FL 32819

Exhibitor Schedule

Exhibitor Move-in:	Wednesday	August 1, 2012	8:00 AM	-	8:00 PM
	Thursday	August 2, 2012	6:00 AM	-	7:00 AM
Show Hours:	Thursday	August 2, 2012	9:00 AM	-	5:00 PM
	Friday	August 3, 2012	9:00 AM	-	5:00 PM
	Saturday	August 4, 2012	9:00 AM	-	5:00 PM
	Sunday	August 5, 2012	9:00 AM	-	12:00 PM
Exhibitor Move-out:	Sunday	August 5, 2012	12:00 PM	-	8:00 PM
	Monday	August 6, 2012	8:00 AM	-	12:00 PM

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: **9:00 AM on Monday, August 6, 2012.**

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

Find more on Brede.com

phone *301.937.8600*
fax *301.937.2952*
e-mail *jalexander@brede.com*

Show Details

Directory of Official Contractors

AMERICAN PSYCHOLOGICAL ASSOCIATION

Orange County Convention Center August 2 - 5, 2012

Air Freight Service

- ADCOM Worldwide
- 5655-D General Washington Drive
- Alexandria, VA 22312-2403
- Tel: 703.684.1900
- Fax: 703.684.3925
- www.adcomworldwide.com

Audio Visual & Computer Services

- Freeman
- 2616 Commerce Park Drive
- Orlando, FL 32819
- Tel: 407.816.1005
- Fax: 469.621.5605
- www.freemanco.com

Booth Labor / Cleaning

- Brede Exposition Services
- 6801 Mid Cities Ave
- Beltsville, MD 20705
- Tel: 301.937.8600
- Fax: 301.937.2952
- www.bredenational.com
- Online ordering: www.brede.com

Custom Furnishings

- Cort Trade Show Furnishings
- 11821 S. Orange Blossom Trail
- Orlando, FL 32837
- Tel: 407.857.9122
- Fax: 407.850.0155
- www.cort.com

Housing and Badge Registration

- Experient
- 1888 North Market Street
- Frederick, MD 21701
- Tel: 800.787.0475
- Fax: 301.694.5124
- www.experient.com

Internet & Telephone

- Smart City
- 5795 W. Badura Ave
- Las Vegas, NV 89118
- Tel: 888.446.6911
- Fax: 702.943.6001
- www.smartcity.com

Lead Retrieval

- Experient
- 1888 North Market St
- Frederick, MD 21701
- Tel: 800.787.0475
- Fax: 301.694.5124
- www.experient-inc.com

Official Contractor

- Brede/National Exposition Services
- 6801 Mid-Cities Ave
- Beltsville, MD 20705
- Tel: 301.937.8600
- Fax: 301.937.2952
- www.bredenational.com
- Online ordering: www.brede.com

Official Facility

- Orange County Convention Center
- 9800 International Drive
- Orlando, FL 32819
- Te1: 407.685.9824

Catering ~ Centerplate

- Tel: 407.685.9857
- Fax: 407.685.9859

Any questions regarding the information on this page, contact Brede National Exposition Services
Phone: 301.937.8600 • Fax: 301.937.2952 • e-mail: jalexander@brede.com

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Information Form

Please make your show site representative aware of the following policies.

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	**July 13, 2012**
Custom exhibits rentals	**July 13, 2012**
Labor orders	**July 13, 2012**

Add to my calendar

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	**July 27, 2012**
Shipments to show site to arrive no sooner than:	**August 1, 2012**

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express and Int'l Bank Transfers to Brede/National Inc., **Acct # 110780-8429**, c/o RBS Citizens Bank NA, Providence, RI, ABA #011-500-120, Swift Code CTZIUS33.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede National Exposition Services.

Taxes & Permits Collection of Sales Tax

- If your event includes the sale of merchandise, sales tax must be collected.
- Consumer show managers must submit a special event registration with the Florida Department of Revenue.
- Additional information is available online (www.myflorida.com/dor) or by calling 800.352.3671 (in Florida), 850.488.6800 or 407.903.7350.
- Forms are available by Fax on Demand at 850.922.3676 to registered dealers.
- See Florida Statute 212 (www.leg.state.fl.us) for more information.

Find more on Brede.com

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Payment & Pricing Policies

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 13, 2012

Add to my calendar

Order Summary

Carpet	$	
Tables & Accessories	$	
Brede Rental Exhibits	$	
Material Handling	$	
Labor	$	
Forklift	$	
Booth Cleaning	$	
Graphics	$	
Total Due	$	

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede National Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Our Federal ID #
04-3215069

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede National Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of $25.00.
- Please include **APA** and booth number on all payments.

Check Number _____ Dated _____ Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Order Summary / Payment Method

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede National Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede National Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a $25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Province: _____ Country: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX | | | | | | | | | | | | | | | |

EXP | | | |

Credit Card Authorization

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Table Drape Samples

Burgundy | Red | Peach | Gold | Teal | Green

Blue | Purple | Black | Grey | White

Drape Samples

Burgundy | Red | Peach | Light Beige | Gold | Teal

Green | Blue | Purple | Black | Grey | White

Custom Carpet Samples

Ivory | Beige | Silver Cloud | Platinum | Charcoal

Black | Emerald | Royal Blue | NuBlue | Cobalt

Standard Carpet Samples

Burgundy | Red | Teal | Forest Green

Blue | Purple | Black | Grey

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

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August 2-5, 2012

Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.
Enter the Carpet Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 13, 2012

Add to my calendar

Find more on Brede.com

Standard Carpeting

Select from Standard Colors *(if no color is selected, show colors will prevail.)*

☐ Black ☐ Blue ☐ Teal ☐ Forest Green ☐ Burgundy
☐ Red ☐ Purple ☐ Grey

Qty	Size		Advance	Standard	Subtotal
_____	10' Carpet		$ 163.00	$ 215.00	$ _____
_____	20' Carpet		$ 326.00	$ 430.00	$ _____
_____	30' Carpet		$ 489.00	$ 645.00	$ _____
_____	40' Carpet		$ 652.00	$ 860.00	$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 3.45 *per sq. ft.*	$ 4.50 *per sq. ft.*	$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft	$ 1.40 *per sq. ft.*	$ 1.80 *per sq. ft.*	$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft	$ 1.10 *per sq. ft.*	$ 1.65 *per sq. ft.*	$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal ☐ Silver Cloud ☐ Beige ☐ Ivory ☐ Platinum ☐ Royal Blue
☐ Nu Blue ☐ Red ☐ Emerald ☐ Black ☐ Cobalt

_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 6.65 *per sq. ft.*	$ 8.00 *per sq. ft.*	$ _____

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
6.5% FL Tax $ _____
Carpet Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Carpet

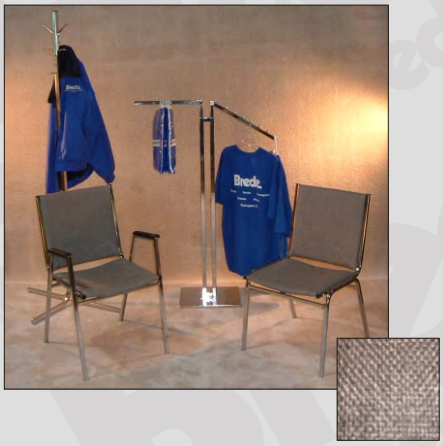
Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Furniture & Accessories



Brede

EXPOSITION SERVICES

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 13, 2012

Add to my calendar

Find more on Brede.com

Tables

Qty	Item	Advance	Standard	Subtotal
	30" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 102.00	$ 131.00	$
	6' x 2' draped table	$ 131.00	$ 171.00	$
	8' x 2' draped table	$ 142.00	$ 185.00	$
	4th side drape	$ 35.00	$ 46.00	$
	4' x 2' undraped table	$ 77.00	$ 89.00	$
	6' x 2' undraped table	$ 94.00	$ 108.00	$
	8' x 2' undraped table	$ 112.00	$ 128.00	$
	42" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 148.00	$ 192.00	$
	6' x 2' draped table	$ 158.00	$ 205.00	$
	8' x 2' draped table	$ 184.00	$ 239.00	$
	4th side drape	$ 35.00	$ 46.00	$
	4' x 2' undraped table	$ 112.00	$ 128.00	$
	6' x 2' undraped table	$ 124.00	$ 142.00	$
	8' x 2' undraped table	$ 144.00	$ 165.00	$
	12" Tabletop Risers (includes white vinyl top)			
	4' x 12" draped riser	$ 47.00	$ 66.00	$
	6' x 12" draped riser	$ 54.00	$ 70.00	$

Accessories

Qty	Item	Advance	Standard	Subtotal
	Padded Side Chair -Grey	$ 73.00	$ 95.00	$
	Padded Arm Chair -Grey	$ 87.00	$ 110.00	$
	Counter Stool with Back	$ 94.00	$ 123.00	$
	30" Pedestal Table ☐ 30" d ☐ 36" d	$ 124.00	$ 155.00	$
	42" Pedestal Table ☐ 30" d ☐ 36" d	$ 144.00	$ 180.00	$
	Coffee Table	$ 107.00	$ 134.00	$
	Waste basket	$ 16.00	$ 20.00	$
	Floor Easel	$ 40.00	$ 50.00	$
	Sign Stand 22" x 28"	$ 89.25	$ 116.00	$
	Coat Tree	$ 57.50	$ 75.00	$
	Bag Rack	$ 105.00	$ 131.00	$
	Literature Rack	$ 126.00	$ 163.75	$
	Garment Rack	$ 91.00	$ 118.25	$
	Tackboard 8' x 4' (horizontal only)	$ 125.00	$ 162.00	
	Perfboard 8' x 4' ☐ horizontal ☐ vertical	$ 205.25	$ 266.75	$
	3' high special drapery	$ 17.00	$ 22.00	$
	8' high special drapery	$ 21.75	$ 28.25	$

Select Drape Color *(if no color is selected, show colors will prevail.)*

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy ☐ White
☐ Peach ☐ Red ☐ Purple ☐ Grey ☐ Forest Green ☐ Beige

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

6.5% FL Tax $ _____

Table Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Tables & Accessories

Noticeably Superior Solutions

24 Hours a Day, 7 Days a Week, 365 Days a Year

A Nationwide Service Network

Nationwide	1-888-CORT-YES
Atlanta Area	(404) 815.8488
Boston Area	(201) 392.0228
Chicago Area	(630) 972.0146
Dallas Area	(214) 638.6101
Las Vegas Area	(702) 362.2552
Los Angeles Area	(714) 517.7400
New Orleans Area	(404) 815.8488
New York Area	(201) 392.0228
Orlando Area	(407) 857.9122
San Francisco Area	(650) 624.0930
Seattle Area	(650) 624.0930
Washington, DC Area	(301) 776.7690

Nationwide Service

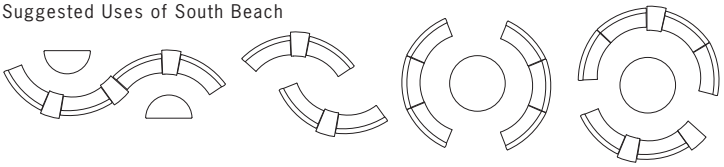
CORT Trade Show Furnishings is proud to offer this collection of the highest quality, design-oriented furnishings. Supported by 12 distribution centers nationwide, with professional staff dedicated to the success of your event, CORT Trade Show Furnishings is the furniture solution.

CORT®
TRADE SHOW
FURNISHINGS

south beach

SO2

Suggested Uses of South Beach



SO1

OTS

t-vac

OCA

panton

SC9

Complementary Items for South Beach Include:

C1E	Silverado Cocktail Table	CG1	Manhattan Glass, Black Table
E1E	Silverado End Table	SC6	Manhattan Oyster Side Chair
WTN	36" Graphite Bar Table, Tulip Chrome Base	OTH	Black Leather Cube
BSN	Jetson Barstool	PWB	Black and Red Pinwheel Ottoman

SED

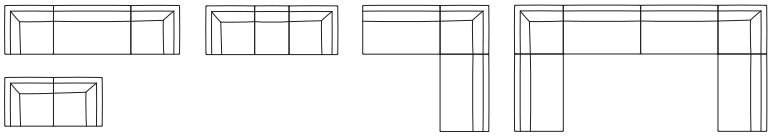
newport

COD

LSD

CHD

Suggested Uses of Newport



Complementary Items for Newport Include:

C1D	Soho Cocktail Table
E1D	Soho End Table
BS3	Grey Ohio Barstool
BR1	Martini Bar

rio

SOK

CHK

Complementary Items for Rio Include:

	Ottomans
C1K	Inspiration Cocktail Table
E1K	Inspiration End Table
SC1	New York Maple, Chrome Chair

cappuccino

OCL

CHQ

astro

SOQ

SON

CHN

Complementary Items for Astro Include:

LAE Orange Lumalight Lamp
CD1 Soho Table

Complementary Items for Marrakesh Include:

VTK 30" Maple Bar Table, Standard Black Base
BSL Gin Barstool
XC4 Altura High Back Chair

marrakesh

LSM

SOM

key west

OCB

MPC

MPS

memphis

(see descriptions for actual size)

SOC

lisbon

CHC

LSC

Complementary Items for Key West Include:

C1M Visions Cherry Cocktail Table
E1M Visions Cherry End Table
CF1 42" Black Geo Conference Table
SC3 Black Brewer Chair
WTB 30" Brushed Red Bar Table, Tulip Chrome Base
BS2 Black Ohio Barstool
LAF Red Lumalight Lamp

Complementary Items for Memphis Include:

E1W Sydney End Table – White
E1Y Sydney End Table – Black
LA1 Pewter Floor Lamp
OSC Cube, White Leather
OTH Cube, Black Leather

Complementary Items for Lisbon Include:

C1C Chrome Geo Cocktail Table
E1C Chrome Geo End Table
LA1 Pewter Floor Lamp
CE1 42" Chrome Geo Conference Table
SC8 Flex Chair, With Wheels
ET2 Black Etagere

Sofas & Sectionals

SO1

SOC

SOQ

SON

SOK

SOM

MPS

SO2

SED

Loveseats

LSD

LSM

LSC

Club Chairs

CHD

COD

CHC

MPC

CHK

CHQ

CHN

Sofas & Sectionals

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Cream
83"L 36"D 29"H

SON Marrakesh Sofa
Light Beige
84"L 37"D 34"H

SOK Rio Sofa
Blue Suede
76"L 34"D 33"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa (Mini Size)
Black
55"L 31"D 28"H

SO2 South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

Club Chairs

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair (Mini Size)
Black
27.25"L 31.75"D 27.5"H

CHK Rio Chair
Blue Suede
39"L 34"D 33"H

CHQ Astro Chair
Cream
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs

CCE

OCA

OCH

OCW

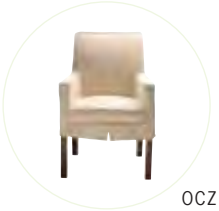
OCU

OCB

OCL

OCY

OCC


OCZ

OCR

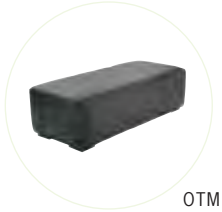
Ottomans

OTS

OTQ

OTN

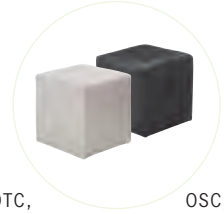
OTP

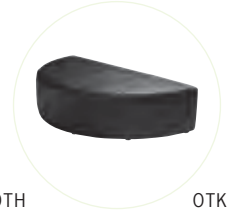

OTM

OSA

OSB

OTE, OTC, OTD


OSC, OTH


OTK

OTL

CCZ

CCB

CCW

PWM

PWB

Occasional Chairs

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Barcelona Chair
Black Leather
30"L 30"D 31"H

OCW Barcelona Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Leather, Chrome
28"L 26"D 28"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

OCY Stage Chair
Onyx
24"L 26"D 36"H

OCC Stage Chair
Camel
24"L 26"D 36"H

OCZ Stage Chair
Beige
24"L 26"D 36"H

OCR Stage Chair
Red
24"L 26"D 36"H

Ottomans

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black
52"L 32"D 19"H

OSB Oval Ottoman
White
52"L 32"D 19"H

OTE Cube
Raspberry
17"L 17"D 18"H

OTC Cube
Lemon
17"L 17"D 18"H

OTD Cube
Blueberry
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OTH Cube
Black Leather
17"L 17"D 18"H

OTK Half Round Ottoman
Black Leather
6' L 3'D 17"H

OTL Half Round Ottoman
White Leather
6'L 3'D 17"H

CCZ Circle Ottoman
Black, White Leather
6'L 6'D 17"H

CCB Circle Ottoman
Black Leather
6'L 6'D 17"H

CCW Circle Ottoman
White Leather
6'L 6'D 17"H

PWM Pinwheel Ottoman
Black, White, Red
10'7"L 10'7"D 17"H

PWB Pinwheel Ottoman
Black, Red
10'7"L 10'7"D 17"H

Custom Configurations Available.

Occasional Cocktail Tables

C1E

C1D

C1K

C1F

C1C

C1M

C1W

C1Y

Occasional End Tables

E1E

E1D

E1K

E1F

E1C

E1M

E1W

E1Y

Occasional Cocktail Tables

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1M Visions Table
Cherry
48"L 28"D 17"H

C1W Sydney Table
White
27"L 23"D 22v "H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1M Visions End Table
Cherry
22"L 24"D 21"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

Conference Tables

CF2

CE1

CF1

CG1

CE2

6' - CB2
8' - CB3

6' - CD2
8' - CD3

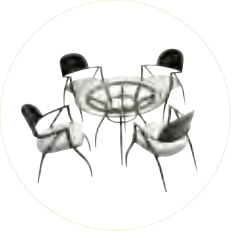
6' - CC6
8' - CC7
10' - CC8

CB1

CD1

CC5

Sample Conference Sets



Conference Tables

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE1 Geo Table
Square Rounded Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
8' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

CB1 Table
Graphite Nebula
42"Round 29"H

CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

Café Tables

30" - ZTK
36" - ZTP

30" - ZTJ
36" - ZTN

ZTM

ZTE

ZTF

ZTB

ZTC

30" - XTK
36" - XTP

30" - XTJ
36" - XTN

XTM

XTE

XTF

XTB

XTC

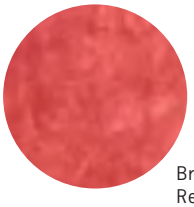
Table Tops

Brandy

Maple

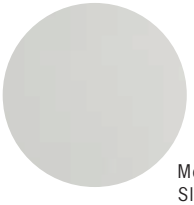
Grey Nebula

Graphite Nebula



Brushed Red

Brushed Blue



Metallic Sliver

Café Tables

ZTK Table
Standard Black Base
Maple Top
30" Round 29"H

ZTP Table
Standard Black Base
Maple Top
36" Round 29"H

ZTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 29"H

ZTN Table
Standard Black Base
Graphite Nebula Top
36" Round 29"H

ZTM Table
Standard Black Base
Grey Nebula Top
36" Round 29"H

ZTE Table
Standard Black Base
Brandy Top
36" Round 29"H

ZTF Table
Standard Black Base
Metallic Silver Top
30" Round 29"H

ZTB Table
Standard Black Base
Brushed Red Top
30" Round 29"H

ZTC Table
Standard Black Base
Brushed Blue Top
30" Round 29"H

XTK Table
Tulip Chrome Base
Maple Top
30" Round 29"H

XTP Table
Tulip Chrome Base
Maple Top
36" Round 29"H

XTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 29"H

XTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 29"H

XTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 29"H

XTE Table
Tulip Chrome Base
Brandy Top
36" Round 29"H

XTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 29"H

XTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 29"H

XTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 29"H

Table Top Options

Brandy
Maple
Grey Nebula
Graphite Nebula
Brushed Red
Brushed Blue
Metallic Silver

Conference Chairs

SC9

SC8

SC1

SC4

SC6

SC2

SC3

SC5

CO4

XC3

XC2

XC1

XC6

XC5

XC4

OTO

Conference Chairs Stacking & Utility Seating

CS8

CS9

SY1

DF1

Conference Chairs

SC9 Panton Chair
White
20"L 24"D 33"H

SC8 Flex Chair
With Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

OTO Otto Chair
High Back, Black
23"L 21"D 43"H Adjustable

Conference Chairs Stacking & Utility Seating

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SY1 Altura Task Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

Bar Tables

30" - VTK
36" - VTP

30" - VTJ
36" - VTN

VTM

VTE

VTF

VTB

VTC

30" - WTK
36" - WTP

30" - WTJ
36" - WTN

WTM

WTE

WTF

WTB

WTC

Sample Bar Table Sets

BSD, WTF

BS2, WTB

BSL, VTK

BSN, VTJ

Bar Tables

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

VTP Table
Standard Black Base
Maple Top
36" Round 42"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

VTN Table
Standard Black Base
Graphite Nebula Top
36" Round 42"H

VTM Table
Standard Black Base
Grey Nebula Top
36" Round 42"H

VTE Table
Standard Black Base
Brandy Top
36" Round 42"H

VTF Table
Standard Black Base
Metallic Silver Top
30" Round 42"H

VTB Table
Standard Black Base
Brushed Red Top
30" Round 42"H

VTC Table
Standard Black Base
Brushed Blue Top
30" Round 42"H

WTK Table
Tulip Chrome Base
Maple Top
30" Round 42"H

WTP Table
Tulip Chrome Base
Maple Top
36" Round 42"H

WTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 42"H

WTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 42"H

WTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 42"H

WTE Table
Tulip Chrome Base
Brandy Top
36" Round 42"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

WTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 42"H

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BS2 Banana Barstool
Black, Chrome
21"L 22"D 30"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

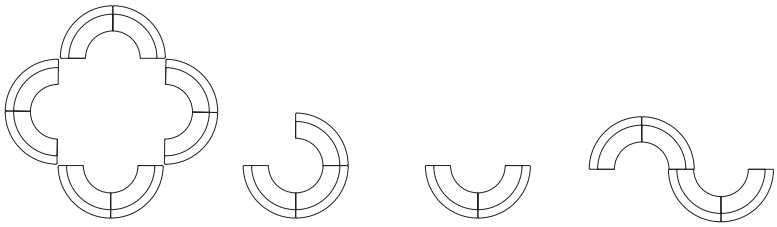
VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

Bars

BRC

BR1

Suggested Uses of Martini Bar



Barstools

BS3

BS1

BS2

BST

BSS

BCE

BSD

BSC

BSL

BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars.
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Barstools

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 32"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

Training Room

CP5

PO3

PO1

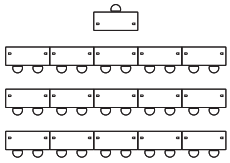
CP3

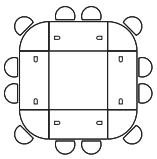
WD2

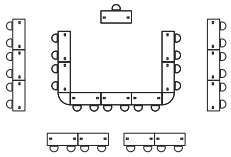
CO4

CP3, CP4

Suggested Uses of Training Table and Connecting Wedge







Training Room

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

PO3 Kiosk
Black, Maple
24"L 21"D 42"H

PO1 Lecturn Podium
Cherry
24"L 19"D 50"H

WD2 Writing Desk
Graphite
48"L 24"D 30"H

CO4 Flex Back Chair
Charcoal Mesh, Black
26"L 24"D 38"H

CP3 Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

CP4 Connector Wedge
Matches Training Table
24"L 24"D 30"H

Desks & Bookcases

BC6

BC7

JD6

JD7

Credenzas & Lateral Files

L26

L27

CR6

CR7

Files

VF4

VF2

Desks & Bookcases

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Graphite
60"L 30"D 29"H

Credenzas & Lateral Files

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Graphite
36"L 20"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Graphite
72"L 24"D 29"H

Files

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

Product Display

PDL

BC6

BC7

ET2

ET1

Graphite- PDF

Graphite- PDH

Graphite- PDK

Lamps

Red- LAF
White- LAD
Orange- LAE

LA1

LA2

Refrigerators

R1R

R1Q

Product Display

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

PDF Pedestal
Graphite Nebula
24"L 24"D 36"H

PDH Pedestal
Graphite Nebula
24"L 24"D 42"H

PDK Pedestal
Graphite Nebula
30"L 30"D 42"H

Lamps

LAF Lumalight Lamp
Red
15"L 13"D 90"H

LAD Lumalight Lamp
White
15"L 13"D 90"H

LAE Lumalight Lamp
Orange
15"L 13"D 90"H

LA1 Floor Lamp
Pewter
58"H

LA2 Parisian Lamp
Pewter
28"H

Refrigerators

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

EXHIBITOR: **BOOTH NUMBER(S)**

CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
			Occasional Cocktail & End Table's		
C1 W		COCKTAIL TABLE	SYDNEY, WHITE TOP	$ 212	$ -
C1 Y		COCKTAIL TABLE	SYDNEY, BLACK TOP	$ 212	$ -
C1 E		COCKTAIL TABLE	SILVERADO, GLASS TOP	$ 197	$ -
C1 D		COCKTAIL TABLE	SOHO, CHOCOLATE TOP	$ 281	$ -
C1 K		COCKTAIL TABLE	INSPIRATION, GLASS TOP	$ 226	$ -
C1 F		COCKTAIL TABLE	GEO, BLACK, GLASS TOP	$ 180	$ -
C1 C		COCKTAIL TABLE	GEO, CHROME, GLASS TOP	$ 186	$ -
COLI		Cocktail Table	Oliver Cocktail Table	$ 180	$ -
E1 W		END TABLE	SYDNEY, WHITE TOP	$ 191	$ -
E1 Y		END TABLE	SYDNEY, BLACK TOP	$ 191	$ -
E1 E		END TABLE	SILVERADO, GLASS TOP	$ 186	$ -
E1 D		END TABLE	SOHO, CHOCOLATE TOP	$ 253	$ -
E1 K		END TABLE	INSPIRATION, GLASS TOP	$ 215	$ -
E1 F		END TABLE	GEO, BLACK, GLASS TOP	$ 169	$ -
E1 C		END TABLE	GEO, CHROME, GLASS TOP	$ 174	$ -
EOLI		END TABLE	Oliver End Table	$ 160	$ -
			Café Tables		
ZT K		CAFÉ TABLE	MAPLE, STANDARD BASE	$ 151	$ -
ZT P		CAFÉ TABLE	MAPLE 36" TOP, STANDARD BASE	$ 168	$ -
ZT J		CAFÉ TABLE	GRAPHITE NEBULA, STANDARD BASE	$ 151	$ -
ZT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	$ 168	$ -
ZT M		CAFÉ TABLE	GREY NEBULA 36" TOP, STANDARD	$ 168	$ -
ZT F		CAFÉ TABLE	SILVER METALIC, STANDARD BASE	$ 171	$ -
ZT B		CAFÉ TABLE	BRUSHED RED, STANDARD BASE	$ 151	$ -
ZT C		CAFÉ TABLE	BRUSHED BLUE, STANDARD BASE	$ 151	$ -
30MHSC		CAFÉ TABLE	Mahogany with Black Base	$ 208	$ -
30MHTC		CAFÉ TABLE	Mahogany with Tulip Chrome Base	$ 226	$ -
XT K		CAFÉ TABLE	MAPLE, TULIP CHROME BASE	$ 208	$ -
XT P		CAFÉ TABLE	MAPLE 36" TOP, TULIP BASE	$ 229	$ -
XT J		CAFÉ TABLE	GRAPHITE NEBULA, TULIP BASE	$ 208	$ -
XT N		CAFÉ TABLE	GRAPHITE NEBULA 36" TOP, TULIP	$ 226	$ -
XT M		CAFÉ TABLE	GREY NEBULA 36" TOP, TULIP BASE	$ 226	$ -
XT F		CAFÉ TABLE	SILVER METALIC, TULIP BASE	$ 230	$ -
XT B		CAFÉ TABLE	BRUSHED RED, TULIP BASE	$ 208	$ -
XT C		CAFÉ TABLE	BRUSHED BLUE, TULIP BASE	$ 208	$ -
			Bar Table's		
VT K		BAR TABLE	MAPLE, STANDARD BASE	$ 174	$ -
VT P		BAR TABLE	MAPLE 36" TOP, STANDARD BASE	$ 180	$ -
VT J		BAR TABLE	GRAPHITE NEBULA, STANDARD BASE	$ 174	$ -
VT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, STANDARD	$ 180	$ -
VT M		BAR TABLE	GREY NEBULA 36" TOP, STANDARD	$ 180	$ -
VT F		BAR TABLE	SILVER METALIC, STANDARD BASE	$ 197	$ -
VT B		BAR TABLE	BRUSHED RED, STANDARD BASE	$ 174	$ -
VT C		BAR TABLE	BRUSHED BLUE, STANDARD BASE	$ 174	$ -
30MHSB		BAR TABLE	Mahogany with Black Base	$ 217	$ -
30MHTB		BAR TABLE	Mahogany with Tulip Chrome Base	$ 243	$ -
WT K		BAR TABLE	MAPLE, TULIP CHROME BASE	$ 221	$ -
WT P		BAR TABLE	MAPLE 36" TOP, TULIP BASE	$ 243	$ -
WT J		BAR TABLE	GRAPHITE NEBULA, TULIP BASE	$ 221	$ -
WT N		BAR TABLE	GRAPHITE NEBULA 36" TOP, TULIP	$ 243	$ -
WT M		BAR TABLE	GREY NEBULA 36" TOP, TULIP BASE	$ 243	$ -
WT F		BAR TABLE	SILVER METALIC, TULIP BASE	$ 243	$ -
WT B		BAR TABLE	BRUSHED RED, TULIP BASE	$ 221	$ -
WT C		BAR TABLE	BRUSHED BLUE, TULIP BASE	$ 221	$ -
			Training Room		
CP 5		COMPUTER TABLE	GRAPHITE NEBULA	$ 290	$ -
PO 3		KIOSK	BLACK & MAPLE	$ 348	$ -
PO 1		PODIUM	LECTURN, CHERRY	$ 221	$ -
CP 3		TRAINING TABLE	WIRE SYSTEM & PRIVACY PANAL, GREY	$ 242	$ -
CP 4		TRAINING TABLE	CONNECTOR CORNER WEDGE	$ 110	$ -
WD 2		WRITING DESK	GRAPHITE	$ 255	$ -

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CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
			Conference Chair's, Stacking & Utility Seating		
SC 9		SIDE CHAIR	PANTON, WHITE	$ 140	$ -
SC 8		SIDE CHAIR	FLEX, WITH WHEELS	$ 116	$ -
SC 1		SIDE CHAIR	NEW YORK, ONYX & MAPLE	$ 133	$ -
SC 4		SIDE CHAIR	JETSON, BLACK	$ 133	$ -
SC 6		SIDE CHAIR	MANHATTAN, OYSTER	$ 162	$ -
SC 2		SIDE CHAIR	BREWER, GREY, CHROME BASE	$ 124	$ -
SC 3		SIDE CHAIR	BREWER, ONYX, CHROME BASE	$ 124	$ -
SC 5		SIDE CHAIR	TILT EXECUTIVE, ONYZ BLACK	$ 235	$ -
CO 4		GUEST CHAIR	ISO MESH, BLACK	$ 221	$ -
XC 3		GUEST CHAIR	LUXOR, BLACK LEATHER	$ 261	$ -
XC 2		MID BACK EXECUTIVE	LUXOR, BLACK LEATHER	$ 284	$ -
XC 1		HIGH BACK EXECUTIVE	LUXOR, BLACK LEATHER	$ 302	$ -
XC 6		GUEST CHAIR	ALTURA, BLACK CLOTH	$ 232	$ -
XC 5		MID BACK EXECUTIVE	ALTURA, BLACK CLOTH	$ 255	$ -
XC 4		HIGH BACK EXECUTIVE	ALTURA, BLACK CLOTH	$ 278	$ -
OTO		HIGH BACK EXECUTIVE	OTTO, BLACK LEATHER	$ 318	$ -
CS 8		STACK CHAIR	BERLIN, BLACK & WHITE	$ 81	$ -
CS 9		STACK CHAIR	BERLIN, RED & WHITE	$ 81	$ -
SY 1		TASK CHAIR	ALTURA, BLACK CLOTH	$ 145	$ -
DF 1		DRAFTING STOOL	ALTURA, BLACK CLOTH	$ 215	$ -
			Desk's, Bookcase's, Credenza's & File's		
JD 6		EXECUTIVE DESK	MAHOGANY	$ 406	$ -
JD 7		EXECUTIVE DESK	GRAPHITE	$ 388	$ -
CR 6		CREDENZA	MAHOGANY, STORAGE	$ 406	$ -
CR 7		CREDENZA	GRAPHITE, STORAGE	$ 383	$ -
BC 6		BOOKCASE	MAHOGANY, 72"	$ 248	$ -
BC 7		BOOKCASE	GRAPHITE, 72"	$ 243	$ -
L2 6		LATERIAL FILE	MAHOGANY	$ 308	$ -
L2 7		LATERIAL FILE	GRAPHITE	$ 297	$ -
VF 4		VERTICAL FILE	4 DRAWER, METAL	$ 191	$ -
VF 2		VERTICAL FILE	2 DRAWER, METAL	$ 140	$ -
			Conference Table's		
CE 2		CONFERENCE TABLE	GEO, RECTANGLE CHROME, GLASS	$ 302	$ -
CF 2		CONFERENCE TABLE	GEO, RECTANGLE BLACK, GLASS	$ 290	$ -
CE 1		CONFERENCE TABLE	GEO, SQUARE CHROME, GLASS	$ 208	$ -
CF 1		CONFERENCE TABLE	GEO, SQUARE BLACK, GLASS	$ 197	$ -
CG 1		CONFERENCE TABLE	MANHATTAN, GLASS, BLACK	$ 214	$ -
CB 2		CONFERENCE TABLE	6" GRAPHITE NEBULA	$ 234	$ -
CB 3		CONFERENCE TABLE	8" GRAPHITE NEBULA	$ 394	$ -
CD 2		CONFERENCE TABLE	6' GREY NEBULA	$ 324	$ -
CD 3		CONFERENCE TABLE	8' GREY NEBULA	$ 394	$ -
CC 5		CONFERENCE TABLE	42" ROUND MAHOGANY	$ 266	$ -
CC 6		CONFERENCE TABLE	6' MAHOGANY	$ 301	$ -
CC 7		CONFERENCE TABLE	8' MAHOGANY	$ 371	$ -
CC 8		CONFERENCE TABLE	10' MAHOGANY	$ 591	$ -
CB 1		CONFERENCE TABLE	42" ROUND GRAPHITE NEBULA	$ 267	$ -
CD 1		CONFERENCE TABLE	42" ROUND GREY NEBULA	$ 267	$ -
CT06GR		CONFERENCE TABLE	Conf Table, Granite, 6-Foot	$ 234	$ -
CT08GR		CONFERENCE TABLE	Conf Table, Granite, 8-Foot	$ 284	$ -
CT10GR		CONFERENCE TABLE	Conf Table, Granite, 10-Foot	$ 426	$ -
OCT6W		Conference Table	a Oval Conference Table, White w/Chrom	$ 397	$ -
			Product Display's, Lamps, & Refrigerators		
ET 2		ETAGERE	BLACK	$ 249	$ -
ET 1		ETAGERE	SILVER	$ 249	$ -
PMB36		Pedestals	Molded Plastic Pedestal, 24"x36"	$ 288	$ -
PMB42		Pedestals	Molded Plastic Pedestal, 24"x42"	$ 340	$ -
PD L		PEDESTAL	LOCKING, BLACK	$ 332	$ -
TRW		Lamp	Trovato Floor Lamp - White	$ 108	$ -
TRH		Lamp	Trovato Table Lamp - White	$ 160	$ -
LA15		Lamp	Mason Floor Lamp - Brushed Silver	$ 160	$ -
LA14		Lamp	Mason Table Lamp - Brushed Silver	$ 108	$ -
R1 R		REFRIGERATOR	14.0 CUBIC, WHITE	$ 609	$ -
R1 Q		REFRIGERATOR	4.0 CUBIC, WHITE	$ 203	$ -

VENUE:	PAYMENT INFORMATION		DELIVERY INFORMATION
EXHIBITING COMPANY:	ORDER TOTAL:	$ -	SHOW NAME: 120th Annual APA Conv
ADDRESS:	LATE ORDER FEE (ADD 30%):	$ -	BOOTH NUMBER (S)
	STATE TAX: (EXCLUDING NV & CA)	$ -	VENUE: OCCC - Orlando, FL
PHONE: FAX:	TOTAL DUE:	$ -	SHOW DATE: Aug. 2-5, 2012
CONTACT:	CREDIT CARD:		
EMAIL ADDRESS:	SIGNATURE:	EXP:	
AUTHORIZED BY:	NAME: (PRINT)		

Brede NATIONAL EXPOSITION SERVICES

CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
Sofa's, Sectional's, Loveseat's & Chair's					
SO 1		SOFA (ONLY)	SOUTH BEACH, PLATINUM SUEDE	$ 467	$ -
SO 2		3 PIECE SECTIONAL	SOUTH BEACH, PLATINUM SUEDE	$ 1,019	$ -
SO C		SOFA	LISBON, BLACK LEATHER	$ 541	$ -
LS C		LOVESEAT	LISBON, BLACK LEATHER	$ 488	$ -
CH C		CHAIR	LISBON, BLACK LEATHER	$ 359	$ -
SO Q		SOFA	ASTRO, CREAM SUEDE	$ 504	$ -
CH Q		CHAIR	ASTRO, CREAM SUEDE	$ 333	$ -
SO N		SOFA	MARRAKESH	$ 440	$ -
CH N		CHAIR	MARRAKESH	$ 312	$ -
SFA002		SOFA	Allegro Sofa, Blue Fabric	$ 492	$ -
CHR002		CHAIR	Allegro Chair, Blue Fabric	$ 332	$ -
SFA003		SOFA	Roma Sofa - White Vinyl	$ 592	$ -
CHR003		CHAIR	Roma Chair, White Vinyl	$ 386	$ -
SFA001		SOFA	Mirabel Sofa, Brown Leather	$ 592	$ -
CHR001		CHAIR	Mirabel Chair, Brown Leather	$ 386	$ -
SO M		SOFA	KEY WEST, BLACK	$ 412	$ -
LS M		LOVESEAT	KEY WEST, BLACK	$ 365	$ -
SE D		3 PIECE SECTIONAL	NEWPORT, CHARCOAL LEATHER	$ 1,052	$ -
LS D		LOVESEAT	NEWPORT, CHARCOAL LEATHER	$ 470	$ -
CH D		ARMLESS CHAIR	NEWPORT, CHARCOAL LEATHER	$ 259	$ -
CO D		CORNER CHAIR	NEWPORT, CHARCOAL LEATHER	$ 323	$ -
MP S		SOFA (MINATURE)	MEMPHIS, BLACK	$ 387	$ -
MP C		CHAIR (MINATURE)	MEMPHIS, BLACK	$ 275	$ -
Bar's & Barstool's					
BC E		BARSTOOL	ICE BARSTOOL, TRANSPARENT	$ 164	$ -
BS N		BARSTOOL	JETSON, BLACK	$ 200	$ -
BS D		BARSTOOL	OSLO, BLUE	$ 186	$ -
BS C		BARSTOOL	OSLO, WHITE	$ 186	$ -
BS T		BARSTOOL	BANANA, WHITE / CHROME LEG	$ 178	$ -
BS S		BARSTOOL	BANANA, BLACK / CHROME LEG	$ 178	$ -
BS L		BARSTOOL	GIN, MAPLE / CHROME LEG	$ 141	$ -
BS 3		BARSTOOL	OHIO, GREY, CHROME LEG	$ 133	$ -
BS 1		BARSTOOL	OHIO, RED / CHROME LEG	$ 133	$ -
BS 2		BARSTOOL	OHIO, BLACK / CHROME LEG	$ 133	$ -
BR C		BAR, COUNTER CIRCLE	MARTINI BAR CIRCLE (3)	$ 2,911	$ -
BR 1		BAR, COUNTER	MARTINI BAR	$ 1,011	$ -
BS001		BARSTOOL	Shark Swivel Barstool	$ 232	$ -
BS002		BARSTOOL	Zoey Swivel Barstool	$ 211	$ -

CODE	QTY	ITEM	DESCRIPTION	2012	EXTENDED
Occasional Chair' & Ottoman's					
OC A		OCCASIONAL CHAIR	T-VAC TRANSLUCIENT	$ 208	$ -
OC H		OCCASIONAL CHAIR	Madrid, Black	$ 563	$ -
BCW		OCCASIONAL CHAIR	Madrid, White	$ 562	$ -
OC L		OCCASIONAL CHAIR	CAPPUCCINO	$ 256	$ -
OC U		OCCASIONAL CHAIR	GLOBUS	$ 288	$ -
CC E		OCCASIONAL CHAIR	ICE, TRANSPARENT, CHROME	$ 154	$ -
CH001		OCCASIONAL CHAIR	Casper Chair, Clear Acrylic	$ 134	$ -
SCC		OCCASIONAL CHAIR	Fusion - Clear/White	$ 102	$ -
SCD		OCCASIONAL CHAIR	Fusion - Green/White	$ 102	$ -
SCE		OCCASIONAL CHAIR	Fusion - Red/White	$ 102	$ -
OC B		TUB CHAIR	KEY WEST, BLACK	$ 299	$ -
OC Y		STAGE CHAIR	ONYX	$ 140	$ -
OC C		STAGE CHAIR	CAMEL	$ 140	$ -
OC Z		STAGE CHAIR	BEIGE	$ 140	$ -
OC R		STAGE CHAIR	RED	$ 140	$ -
OT S		WEDGE OTTOMAN	SOUTH BEACH, PLATINUM SUEDE	$ 180	$ -
OS B		OTTOMAN	OVAL, WHITE LEATHER	$ 223	$ -
OT Q		OTTOMAN	SQUARE, WHITE LEATHER	$ 248	$ -
OT N		OTTOMAN	BENCH, WHITE LEATHER	$ 278	$ -
OT L		OTTOMAN	HALF ROUND, WHITE LEATHER	$ 290	$ -
OS A		OTTOMAN	OVAL, BLACK LEATHER	$ 225	$ -
OT P		OTTOMAN	SQUARE, BLACK LEATHER	$ 249	$ -
OT M		OTTOMAN	BENCH, BLACK LEATHER	$ 278	$ -
OT K		OTTOMAN	HALF ROUND, BLACK LEATHER	$ 290	$ -
CC Z		OTTOMAN	LEATHER CIRCLE BLACK / WHITE	$ 452	$ -
CC B		OTTOMAN	LEATHER CIRCLE, BLACK	$ 452	$ -
CC W		OTTOMAN	LEATHER CIRCLE, WHITE	$ 452	$ -
OT H		OTTOMAN	CUBE, BLACK LEATHER	$ 84	$ -
OS C		OTTOMAN	CUBE, WHITE LEATHER	$ 84	$ -
PUZ2SW		OTTOMAN	Puzzle Bench	$ 232	$ -
VIB02		OTTOMAN	Vibe Cube Ottoman - Blue Vinyl	$ 98	$ -
VIB04		OTTOMAN	Vibe Cube Ottoman - Red Vinyl	$ 98	$ -
VIB03		OTTOMAN	Vibe Cube Ottoman - Pink Vinyl	$ 98	$ -
VIB05		OTTOMAN	Vibe Cube Ottoman - Yellow Vinyl	$ 98	$ -
VIB07		OTTOMAN	Vibe Cube Ottoman - Champagne Vinyl	$ 98	$ -
VIB01		OTTOMAN	Vibe Cube Ottoman - Green Vinyl	$ 98	$ -
VIB06		OTTOMAN	Vibe Cube Ottoman - Gold/Bronze Vinyl	$ 98	$ -

LATE ORDERS:

- Orders received within 14-days prior to show opening wll incur a 30% late fee.

CANCELLATIONS:

- If cancelled within 14-days prior to move-in, a 50% charge will be applied.
- Cancellations made after move-in begins will receive no refund.

PAYMENT:

- All orders must be received with full payment no later than 14 days prior to the show.
- Payment may be made by credit card, or check on a U.S. Bank
- Additional drayage charges may apply from the Contractor. Refer to your Exhibitor Manual.

Please fax or mail both copies to:

ORLANDO

11821 S. Orange Blossom Trail
Orlando, FL 32837

PHONE: 407-857-9122 FAX: 407-850-0155

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BRENTAL EXHIBITS DE

Plan A

Plan B

Plan C

Plan D

--- Plan A ---
10' N-Line
Hardwall Panels • Carpet
Side Chair (1) • Counter (1)
Shelves (2) • Header
Labor to Install and Dismantle

--- Plan B ---
20' N-Line
Hardwall Panels • Carpet
Side Chairs (2) • Counter (1)
Shelves (4) • Header
Labor to Install and Dismantle

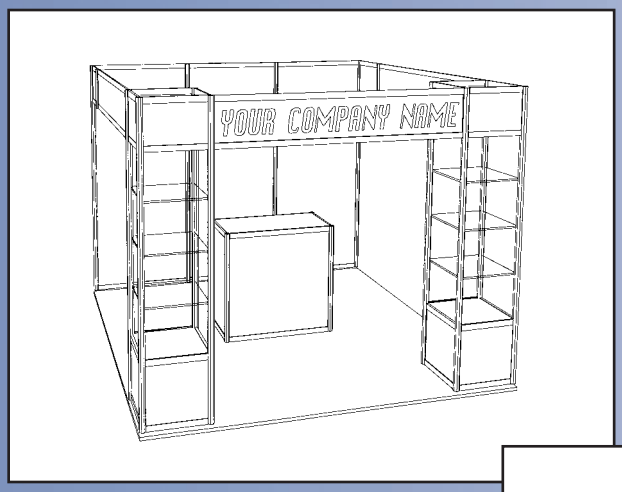
--- Plan C ---
20' N-Line
Hardwall Panels
Upgraded Curved Returns
Upgraded Curved Header
Carpet • Side Chairs (2)
Counter (1) • Shelves (4)
Labor to Install and Dismantle

--- Plan D ---
20' X 20' Island
Hardwall Panels • Carpet
Counters (2) • Headers (4)
Labor to Install and Dismantle
(Floral not included)

Brede EXPOSITION SERVICES

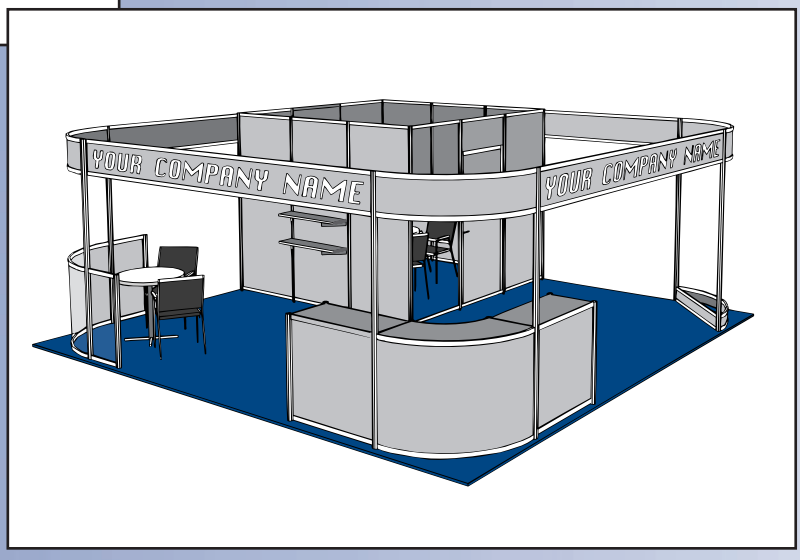
Brede Custom Exhibits

From the simple to the elaborate, Brede transforms empty booth space into a custom tailored exhibit.



Built to exact specifications, each custom exhibit is:

- **Unique**
- **Affordable**
- **Practical**
- **Original**
- **Versatile**
- **Impressive**
- **Functional**
- **Attractive**
- **Productive**
- **Inviting**



Custom exhibits are a sophisticated technique to present marketing messages more creatively and effectively.

Our engineering and design specialists work closely with each client to create a unique exhibit designed to meet a wide variety of today's marketing strategies.

With a century of service, Brede continues to provide viable alternatives to maximize booth space. Whether the image and budget are conservative or extravagant, Brede offers the perfect solution.

Call our experienced professionals for an innovative and customized approach.

Custom \'kəs-təm\adj **1:** made or performed according to personal order **2:** specializing in custom work or operation

Brede EXPOSITION SERVICES

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 13, 2012

Add to my calendar

Exhibits

Qty	Item	Advance	Standard	Subtotal
White Hardwall Panels				
____	Plan A –10' exhibit	$ 2,625.00	$ 3,150.00	$ ____
____	Plan B—20' exhibit	$ 3,800.00	$ 4,940.00	$ ____
____	Plan C—20' exhibit	$ 4,100.00	$ 5,330.00	$ ____
____	Plan D—20'x20' exhibit	$ 6,600.00	$ 8,580.00	$ ____
Color Hardwall Panels (with Choice of Color)				
____	Plan A –10' exhibit	$ 2,950.00	$ 3,550.00	$ ____
____	Plan B—20' exhibit	$ 4,100.00	$ 5,330.00	$ ____
____	Plan C—20' exhibit	$ 4,300.00	$ 5,590.00	$ ____
____	Plan D—20'x20' exhibit	$ 7,400.00	$ 9,620.00	$ ____
Velcro Compatible Panels (with Choice of Color)				
____	Plan A –10' exhibit	$ 3,025.00	$ 3,650.00	$ ____
____	Plan B—20' exhibit	$ 4,200.00	$ 5,460.00	$ ____
____	Plan C—20' exhibit	$ 4,500.00	$ 5,850.00	$ ____
____	Plan D—20'x20' exhibit	$ 7,500.00	$ 9,750.00	$ ____

Includes:

- Standard expo carpeting with your choice of color (see options)
- Material handling (for rental exhibits where Brede is the official show contractor)
- Standard counter—18" x 39" x 40"
- Labor to install and dismantle exhibit
- **Header**—One line with black block letters

HEADER COPY *(Please print clearly)*:

_____

(logos, color, & special lettering available at an additional cost. Call for quote.)

Color Options

Select Panel Color *(Hardwall Color/Velcro Panels)*

☐ Black ☐ Blue ☐ Grey

Select Carpet Color

☐ Black ☐ Blue ☐ Teal
☐ Gold ☐ Red ☐ Plum
☐ Grey ☐ Burgundy ☐ Forest Green

Exhibits and panel colors are subject to availability.
Please call to ensure colors and units desired are available.

Additional Options

Qty	Item	Advance	Standard	Subtotal
____	Standard Counter 18"x39"x40"	$ 365.00	$ 474.00	$ ____
____	Adjustable Shelves	$ 65.00	$ 84.50	$ ____
____	Spot Lights (use w/ rental only)	$ 55.00	$ 71.50	$ ____

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.

Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

6.5% FL Tax $ _____

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Brede Rental Exhibits

Custom Exhibit Rentals

20' x 60' Island

Brede
EXPOSITION SERVICES
Nationwide Tradeshow Services
If you think this is SCARY, you've never run a Tradeshow.
Eliminate Your Fear Of Tradeshows

10' x 10' Inline

Brede
EXPOSITION SERVICES

20' x 50' Island

10' x 40' Inline

40' x 40' Island
with 2 Story Deck

10' x 10' Inline

20' x 20' Island

20' x 30' Peninsula

20' x 20' Island

40' x 40' Island

Turn-Key Custom Exhibit Rental Portfolio

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Order Form

Submit this form if you wish to rent a customized exhibit from Brede. A Brede Representative will contact you with a price quote for your customized needs.

Advance Order Discount Deadline: July 13, 2012

Add to my calendar

Why Choose Custom?

Exhibitors have full access to Brede National Exposition Services' exhibit design expertise. Your Brede designer will create an attractive and functional exhibit that complements your marketing strategy, maximizes your booth space, and enhances your presence on the show floor. With a Brede custom booth design, you will enjoy the following benefits:

- Photorealistic renderings show you exactly what your booth will look like prior to the show.
- Renting a custom designed booth is a cost-effective alternative to buying and storing at an exhibit fabrication warehouse.
- Turn-key Brede project management throughout production will ensure that your display installs exactly as promised for a worry-free show.

Custom Order Details

Please complete the form below so that we may begin to utilize Brede's professional expertise and talent and better understand the image you wish to project. A Brede designer will contact you to begin the creative process.

Marketing Objectives Please describe your goals for exhibiting at APA:

_____

_____

Exhibit Requirements

☐ Reception Area	☐ Focal Point	☐ Literature Access	☐ Theater	☐ Interactive Kiosks
☐ Seating	☐ Work Stations	☐ Hospitality	☐ Interactive Kiosks	
☐ Lead Retrieval	☐ Conference Area	☐ Live Presentation Stage	☐ Product Display	*(please describe product & requirements)*

Pantone Colors: _____ _____

Corporate Website : _____ _____

Budget Guidelines Custom booth designs are available at a variety of price points and will be quoted individually.

What is your budget? _____ Does the budget include graphics? ☐ Yes ☐ No

Important Notes

- Electricity is not included with rental.
- Orders must be paid in full prior to production.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Custom Rental Exhibits

Information Form

Brede National Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Brede National Exposition Services' Liability and Responsibility

1. Brede National Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede National Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede National Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede National Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede National Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede National Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede National Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede National Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede National Exposition Services is limited to $ .30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede National Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede National Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede National Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede National Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede National Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede National Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Brede National Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede National Exposition Services for Drayage or any other services provided by Brede National Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede National Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede National Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. **EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE** covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede National Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede National Exposition Services hereunder are based on the value of the material handling services and the scope of Brede National Exposition Services liability as set forth above.

Limits of Liability

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

120th American Psychological Association Annual Convention

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Brede EXPOSITION SERVICES

Information Form

Brede National Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins **30 days prior to exhibitor move-in.**
- Shipments received at the warehouse after **July 27, 2012** are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Find more on Brede.com

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Material Handling Information

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Information Form

Brede National Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to **August 1, 2012.** Early shipments to show site may be refused. Brede National Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, un-skidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Find more on Brede.com

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Material Handling Information

Information Form

Brede National Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: APA
Brede National Exposition Services
c/o Brede/Allied
2502 Lake Orange Drive
Orlando, Florida 32837
407.851.0261

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede National Exposition Services. Such shipments will be refused.
- **All shipments to the Advance Warehouse must arrive by July 27, 2012 to avoid late charges.**

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: APA
c/o Brede National Exposition Services
Orange County Convention Center
9800 International Drive
Halls A4, B1-3, West Building
Orlando, FL 32819
407.685.9824

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede National Exposition Services. Such shipments will be refused.
- **Shipments will be received at the facility no sooner than August 1, 2012 during move-in hours.**

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: **do not leave outbound Bills of Lading in your booth**. Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

phone *301.937.8600*
fax *301.937.2952*
e-mail *jalexander@brede.com*

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Description	***Material Handling Rate*** *Rates below include any applicable OT charges* *per 100 lbs* 200 lb minimum charge
Advance to Warehouse: Crated	$79.75
Direct to Show site: Crated	$75.75
Advance to Warehouse: Special Handling	$95.75
Direct to Show site: Special Handling	$91.75
Direct to Show site: Uncrated, Unskidded, or Wrapped	$116.75

Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after **July 27, 2012** or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	$21.00 *per 100 lbs.*
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	$160.00 *round trip*
Special Services. Shipments returned to warehouse will be charged $15.00 per 100 lbs. with a $250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are $1.25 per 100 lbs. per day with a $35.00 minimum. On-site container storage for freight brought in by exhibitors is $30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight *CWT*		Rate *per CWT*		Estimated Cost *200 lb minimum*
					X		=	$
					X		=	$
					X		=	$
Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.						**TOTAL**		$

Show Site Contact Name _____ Show Site Phone _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Material Handling Rates

Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

  For example:

  - 1 piece weighing 36 lbs. charged @ 200 lb. minimum x $75.75 per CWT = $151.50
  - 1 piece weighing 62 lbs. charged @ 200 lb. minimum x $75.75 per CWT = $151.50
  - 1 piece weighing 54 lbs. charged @ 200 lb. minimum x $75.75 per CWT = $151.50

  TOTAL cost of three shipments arriving *separately*: $454.50

  OR

  - 3 pieces totaling 152 lbs @ 200 lb minimum x $75.75 per CWT = $151.50

  TOTAL cost of one *consolidated* shipment: $151.50 ***Savings of $303.00***

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

Material Handling Tips

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o Brede/Allied

2502 Lake Orange Drive

Orlando, Florida 32837

120th Annual American Psychological Association

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Exhibitor _____

Booth _____

Late to warehouse charges apply after:

July 27, 2012

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o Brede/Allied

2502 Lake Orange Drive

Orlando, Florida 32837

120th Annual American Psychological Association

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Exhibitor _____

Booth _____

Late to warehouse charges apply after:

July 27, 2012

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.
Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Orange County Convention Center
9800 International Drive
Halls A4, B1-3, West Building
Orlando, FL 32819

120th Annual American Psychological Association

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Exhibitor _____

Booth _____

Do not deliver prior to:

August 1, 2012

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Orange County Convention Center
9800 International Drive
Halls A4, B1-3, West Building
Orlando, FL 32819

120th Annual American Psychological Association

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Exhibitor _____

Booth _____

Do not deliver prior to:

August 1, 2012

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.

120th American Psychological Association Annual Convention

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Brede EXPOSITION SERVICES

Order Form *Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.*

Requests must be submitted by: July 13, 2012

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- **Do not leave Bills of Lading in your booth!**

Outbound Shipping Information

To: _____

Consigned to (Ship to:) _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Method

Ground

☐ ABF ☐ Other Ground _____

Air

☐ ADCOM ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Shipping Labels Request

Label Request

# of Shipping Labels Requested: ____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Bill of Lading & Labels Request

A B F F R E I G H T S Y S T E M, I N C.®

TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

Your Recommended Carrier

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On-Site...On-Time...Damage-Free

800-654-7019

Let ABF make your show the easiest you have attended.

Choose ABF guaranteed, expedited shipping solutions — air or ground with special show discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our trade show division at 800-654-7019.

On the floor and behind the scenes, **ABF Freight System, Inc.**® makes it happen with:

- Priority handling of your inbound and outbound shipment.
- Guaranteed expedited air and ground services.
- LTL ground transportation.
- International transportation.

tradeshow@abf.com

REQUEST FOR INFORMATION

ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ **Booth Number** _____

Show Date _____ **Show City** _____

Contractor _____

Name _____ **Title** _____

Company _____

Street Address _____

P.O. Box _____ **City** _____ **State** _____

Zip (P.O. Box) _____ **Zip (Street Address)** _____

Phone _____ **Fax** _____ **E-mail** _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ **Number of Shows Per Year** _____

Normal Number of Exhibit Pieces _____ **Crates** _____ **Cartons** _____ **Cases** _____ **Carpet** _____

Would you like to be included on future mailings? ☐ **Yes** ☐ **No**

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ **Yes** ☐ **No**

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021

ABF tradeshow®

On-Site...On-Time...Damage-Free

tradeshow@abf.com

(800) 654-7019

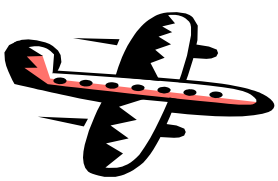
Brede National Recommended Air Freight Carrier!

ADCOM WORLDWIDE

As an **Exhibitor**, you have the opportunity to enjoy fast service and save money by using ***ADCOM WORLDWIDE*** convention shipping.

We offer the following services for your convenience:

- Next Day service
- 2 Day service
- Deferred Service
- Worldwide coverage
- Easy shipment processing
- Automatic *Proof of Delivery* by email
- Onsite support
- Simplified billing
- Pre-printed Bills of Lading & address labels supplied at no cost



For more information on ADCOM's services and to have a representative contact you for a quote on your shipment, please complete the information below and fax back to 703.684.3925:

Contact by: ☐ Email ☐ Fax ☐ Phone

Company: _____ Show: _____

Contact: _____ Booth #: _____

Address: _____

City: _____ St/Prov: _____ Zip: _____ Country: _____

Phone: _____ Fax: _____

Email: _____

ADCOM WORLDWIDE
Phone 1.703.684.1900 or 1.800.486.7447 • Fax 1.703.684.3925
5655-D General Washington Drive, Alexandria, VA 22312-2403
www.adcomworldwide.com • Email: eoppenheimer@adcomworldwide.com

Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede National Exposition Services.

Material Handling

Brede National Exposition Services has the responsibility of receiving and handling all exhibit materials and empty containers. It is their responsibility to manage the docks and schedule vehicles for a smooth and efficient move-in and move-out of exhibits. Brede will not be responsible however, for any material Brede does not handle. Brede will have complete control of the docks at all times. Vehicles must not be left unattended at the loading dock. Any unattended vehicles will be towed at the owner's expense. The fire marshall absolutely prohibits the storage of any empty containers in the exhibit hall. Arrangements have been made with Brede to store empty crates. Please refer to the *Material Handling* form for rates on storage of any empty containers that were not moved in to the show by Brede.

Booth Labor

Since Florida is a right-to-work state, exhibitor personnel may set up their own exhibits if so desired. Labor is available to assist in the erection and dismantling of exhibit booths. Exhibit labor, freight labor, rigging labor, electricians and plumbers can be arranged by using the enclosed order forms.

Exhibit labor claims jurisdiction for the installation, dismantling and initial cleaning of pre-fabricated exhibits and displays, when this work is done by persons other than company personnel. Exhibit labor may be employed by completing the labor forms enclosed in this manual. Labor is not required to put your product on display, open cartons containing your products, nor are they required to perform testing, maintenance and/or repairs on your products. However, if you hire any labor to assist you, the hiring must be done through the official contractor of the current trade show.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede National Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede National Exposition Services.

Labor Guidelines: Florida

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 13, 2012

Add to my calendar

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

- Brede Supervision costs **30%** of total labor bill.
- There is a **$50.00** minimum charge for supervision per installation and dismantle.

Installation

Shipped:
☐ Warehouse
☐ Show site

Shipment :
☐ Crates
☐ Boxes
☐ Carpet/Pad

Carpet:
☐ From Brede
☐ Shipped
☐ None

Blueprints/Instructions:
☐ Attached
☐ with Display-Crate # _____

Electrical under carpet:
☐ Yes ☐ No

Location: _____

Delivery Date: _____

Special Equipment Required: _____

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

**Show site Bill of Lading prevails.*

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time *Monday-Friday 8:00a.m.-4:30p.m.*	$86.00 *per person per hour*
Overtime *4:30 p.m.- 8:00 a.m. Monday-Friday* *8:00 a.m. - 12:00 a.m. Saturday & Sunday*	$121.00 *per person per hour*
Double Time *12:00 a.m. - 8:00 a.m. Monday - Sunday* *and all observed union holidays*	$138.00 *per person per hour*

- **One hour minimum** per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	*# Laborers Requested*		*Est. Hrs. per laborer*		*Total Hrs.*		*Rate* per person*		*Subtotal*		*Brede Supervision (Subtotal X .30)*		*Estimated Cost*
Installation	_____ _____		X		=		X		=	$	+	$	=	$
Dismantle	_____ _____		X		=		X		=	$	+	$	=	$

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Labor

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Order Form

Submit this form if you wish to rent forklift labor from ..
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 13, 2012

Add to my calendar

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	*Helper* per person per hour
Straight Time *Monday-Friday 8:00a.m.-4:30p.m.*	$190.00	$86.00
Overtime *4:30 p.m.- 8:00 a.m. Monday-Friday 8:00 a.m. - 12:00 a.m. Saturday & Sunday*	$225.00	$121.00
Double Time *12:00 a.m. - 8:00 a.m. Monday - Sunday and all observed union holidays*	$245.00	$138.00

- **One hour minimum** per laborer.
- Labor is then charged in 1/2 hour increments per laborer.

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
- ☐ Installation/Dismantle of Header
- ☐ Other _____

Please specify other equipment:

- ☐ Straps
- ☐ Chains
- ☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

Contact responsible for move-in: _____ ***Phone #:*** _____

Estimate Costs

	Date Time	*Heaviest Piece* (lbs.)	*# of Forklifts* up to 5,000 lbs. (w/Operator)		*Est. Hrs.* per Forklift		*Rate* per hour		*Estimated Cost*
Installation	_____ _____			X		X	$	=	$
Dismantle	_____ _____			X		X	$	=	$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Forklift

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 13, 2012

Add to my calendar

Cleaning Options

Select	Service	Days		Booth Size (100 sq. ft. minimum)		Advance (per sq. ft.)	Standard (per sq. ft.)		Subtotal
☐	Vacuum once prior to show opening. *Includes emptying of waste baskets*	1	X		X	$0.28	$0.40	$	
☐	Vacuum once prior to show opening and daily thereafter. *Includes emptying of waste baskets*	4	X		X	$0.23	$0.30	$	

If special cleaning services are required, please call the Brede Customer Service Department.

Subtotal $ _____

6.5% FL Tax $ _____

Cleaning Total $ _____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Booth Cleaning

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Information Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.

This is not an order form. This service must be ordered on-site.

Notes

- You must sign up for this service and pick up your labels at the Brede National Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
- **There is a one time set up charge of $100.00.**

Storage Rates

Size of Storage Space *sq. ft.*	*Rate* *per day*
0-25	$ 75.00
26-50	$ 150.00
51-100	$ 200.00
101-150	$ 250.00
151-200	$ 300.00

Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Accessible Storage

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

120th American Psychological Association Annual Convention

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Orlando, FL
August 2-5, 2012

Brede EXPOSITION SERVICES

Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede National Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede National Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede National Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede National Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must **submit proof of adequate insurance**, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

_____

_____

PHONE#: _____ **FAX#:** _____

EMAIL ADDRESS: _____ **CELL#:** _____

CONTACT IN BOOTH: _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Non-Official I&D Contractor

120th American Psychological Association Annual Convention

Brede EXPOSITION SERVICES

Orange County Convention Center
Orlando, FL
August 2-5, 2012

Order Form

Submit this form if you wish to order signage from Brede.
Enter the Graphics Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: July 13, 2012

Add to my calendar

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	$ 48..00	$ 61.00	$ _____
_____	14" X 22"	$ 65.00	$ 84.50	$ _____
_____	22" X 28"	$ 88.00	$ 113.00	$ _____
_____	28" X 44"	$ 114.00	$ 147.00	$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width	=	Square footage	X	Advance	Standard	=	$	Subtotal
	X		=		X	$15.00 *per sq. ft.*	$19.50 *per sq. ft.*	=	$	

Ten (10) sq. ft. minimum order

☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other _____

Select one
☐ Vertical
☐ Horizontal

Special instructions

_____
_____
_____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede National Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
6.5% FL Tax $ _____
Signs Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede National Exposition Services | 6801 Mid-Cities Avenue | Beltsville, MD 20705-1411 | USA* ***by fax*** *301.937.2952*

Graphics

Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Fire Regulations

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited .

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

phone 301.937.8600
fax 301.937.2952
e-mail jalexander@brede.com

Orange County Convention Center
EXHIBITOR SERVICES ORDERING INFORMATION

Orange County Convention Center
Attention: Exhibitor Services
Mail to: P.O. Box 691509, Orlando, FL 32869-1509
Overnight Mail: 9860 Universal Blvd., Orlando, FL 32819-8199
Convention Center (800) 345-9898 - Exhibit Services (407) 685-9824 - Fax (407) 685-9884
E-MAIL: exhibit.services@occc.net

AMERICAN PSYCHOLOGICAL ASSOCIATION 2012

Incentive Deadline Date: July 9th, 2012

Contact: Camille Rivera, Exhibitor Services Coordinator
Phone: 407-685-9818, Fax: 407-685-9884, Email: Camille.Rivera@occc.net

- **Services provided** by the Center for exhibitors include: Electrical, plumbing, air, lighting, water, and aerial rigging. **Services provided** by on-site Service Partners: Internet, telecommunications, booth catering, business center, audiovisual and attractions.

- We have made it easy to order Orange County Convention Center services and services provided by on-site Service Partners. Options for ordering your services:

  - Order online @ http://www.occc.net/Exhibitor/Orders/default.asp
  - Download / print forms @ http://www.occc.net/exhibitor/default.asp
  - Call 1-800-345-9898 to speak with a personal Exhibitor Services Coordinator to place your order or request a form.

- Save money by ordering services **early**. Full payment must be received at least twenty-one (21) days prior to the first move in date to qualify for incentive rates. Payment may be made by check or money order (US funds drawn on US banks only), Visa, MasterCard, American Express or Cash. SORRY, NO PURCHASE ORDERS ACCEPTED. **ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

- Florida **State Sales Tax** and **Public Services Tax** when applicable must be included with payment for services. Service will be rendered after payment in full (including tax) is received.

- If you are claiming Florida **Sales Tax exemption**, a copy of the Florida Department of Revenue **Consumer's** Certificate of Exemption (DR-14) must be included with each order placed, and payment must be made by company check or company credit card. Public Services Tax is a non-exempt tax and is paid by all entities utilizing public services.

- Exhibitors requiring **aerial rigging** (items suspended from the ceiling) should complete the Aerial Rigging Order at least twenty-one (21) days prior to the first move in date. Please stop by the Exhibit or Services Desk to initiate your on-site aerial rigging. Special 1000-watt overhead **spotlighting** (par can) is available depending on exhibit location and Show Management's approval.

- Exhibitors having equipment that require connection **(208V and higher)** must stop by the Exhibit Services Desk when the equipment is set and ready for hookup. Additional rental fees may apply.

- **Utility** services originate from floor boxes. For exact placement, attach a scaled diagram indicating the location of outlets including booth dimensions and aisle/booth numbers. If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.

The staff of the **Orange County Convention Center**
Looks forward to your arrival and wishes you a successful show!

Orlando
Orange County Convention Center
The Center of Hospitality, where it's all about *your* experience.

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

2012 SERVICE PLACEMENT PLOT

Show Name: AMERICAN PSYCHOLOGICAL ASSOCIATION 2012

Exhibiting Company: _____

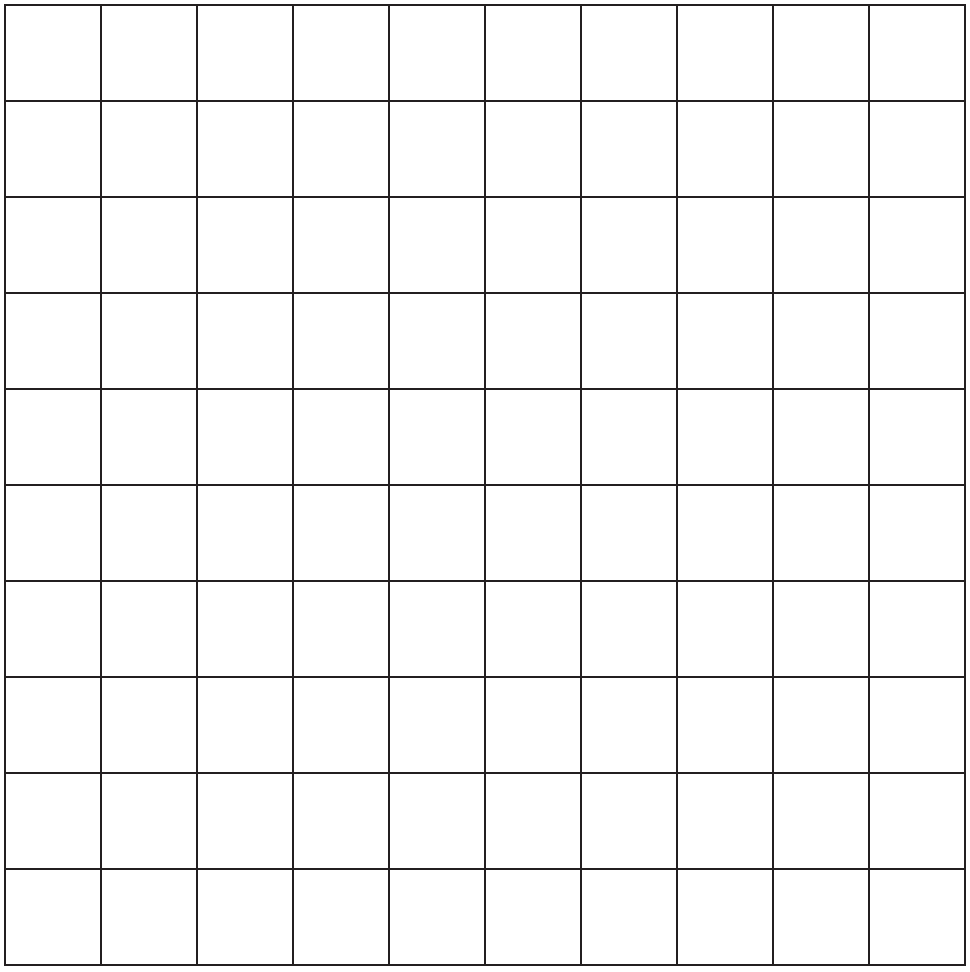
Booth Number: _____ **Booth Size:** _____

Contact Name: _____ **Email:** _____

Use the squares to indicate the dimensions of your booth size
Mark where you need your utilities / service

Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____



Adjacent Booth / Aisle # _____

Adjacent Booth / Aisle # _____

Orange County Convention Center
Orlando
The Center of Hospitality, where it's all about your experience.

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

2012 STANDARD ELECTRICAL (120V) SERVICE ORDER FORM

***PLEASE PRINT OR TYPE: Bolded** fields are required for processing.*

NAME OF EVENT: AMERICAN PSYCHOLOGICAL ASSOCIATION 2012 **BOOTH:** _____

BOOTH SIZE: _____X_____ **BOOTH TYPE:** ❑ ISLAND ❑ INLINE ❑ PENINSULA

EXHIBITING COMPANY: _____ **PHONE:** _____ **FAX:** _____

ADDRESS: _____ **EMAIL:** _____

CITY: _____ **STATE/PROVINCE:** _____ **ZIP:** _____ **COUNTRY:** _____

ARE YOU: ❑Exhibitor ❑EAC / I & D (Company Name) _____ ❑Other_____

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:
CONTACT NAME: _____ PHONE: _____ EXT. ____ EMAIL: _____

120 VOLT POWER OUTLET Placement included with outlet			*Incentive Order With Payment Before July 9th, 2012				**Base Order With Payment After July 9th 2012				
Floor	*Ceiling*	**Quantity**	**Cost**	**Utility Tax**	**Sales Tax**	**Unit**	**Cost**	**Utility Tax**	**Sales Tax**	**Unit Total**	**TOTAL**
		Single Outlet Up to 500 Watts	99.56	9.96	6.48	**116.00**	158.79	15.88	10.33	**185.00**	$_____
		Single Outlet Up to 1000 Watts	113.30	11.33	7.37	**132.00**	181.97	18.20	11.83	**212.00**	$_____
		Single Outlet Up to 1500 Watts	127.03	12.71	8.26	**148.00**	204.29	20.43	13.28	**238.00**	$_____
		Single Outlet Up to 2000 Watts	141.62	14.17	9.21	**165.00**	225.74	22.58	14.68	**263.00**	$_____
		_____Rigging Charge for Ceiling Drop Single Outlet**				**$250.00**				**$370.00**	$_____

Electric power comes from the floor, unless otherwise indicated. OCCC electricians will not branch power. **Total: $_____**

***** Must order power in addition to ceiling drop***

PRICES ARE SUBJECT TO CHANGE

ADDITIONAL RENTAL ITEMS

		Cost	Tax	Unit Total	TOTAL
_____	25' Extension Cord (Power not included)	**22.53**	**1.47**	**24.00**	$
_____	Multi Outlet Assembly (Six outlets multi-strip - Power not included, maximum 1500 watts)	**22.53**	**1.47**	**24.00**	$
	Please pick up extension cords and multi-strips from service desk at show site.			**TOTAL:**	**$**

***EXPRESS MAIL TO*: Orange County Convention Center**
Attention: Exhibitor Services
9860 Universal Blvd., Orlando, FL 32819-8199

***US MAIL TO:* Orange County Convention Center**
Attention: Exhibitor Services
PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884

Convention Center (800) 345-9898 • Exhibitor Services (407) 685-9824
E-MAIL: exhibit.services@occc.net **WEB:** http://www.occc.net/exhibitor/default.asp

- **Orders received on site are subject to a 50% service charge.**
- For exact placement, attach a scaled diagram indicating the location of outlets, including booth dimensions, outlet dimensions and aisle / booth numbers.
- If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.
- Exhibit houses are permitted to branch power in the booth. OCCC electricians are not responsible for power distribution installed by others.
- Labor charges will apply for service calls.
- Changes, additions, or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate.
- **All prices are subject to change without notice.**

Payment Information

- **All payment MUST be paid in full before services are provided. NEW ONSITE ORDERS are subject to 50% increase over the Base Rate.**
- **Orders without payment and/or floor plan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment.**
- **Absolutely NO Purchase Orders will be accepted.**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Please complete all areas below. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Check Amount Enclosed: $ _____ ❑ Company Check or Money Order (**Made Payable to Orange County Convention Center, $USD, US Bank**)

Security ID Code: _____ ❑ Visa ❑ MasterCard ❑ American Express

Account No. _____ Exp. Date _____

Card Holder Name (Please Print) _____

Authorized Signature _____

E-mail Address to where final invoice will be sent: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

FOR OFFICE USE ONLY

Cancellation Policy: **Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less $35.00 administrative fee.** Changes, additions or modifications to incentive rate orders received after the 21-day incentive rate deadline are subject to base rate as well as a $35.00 administration fee if a refund is required at the close of the show.

2012 LIGHTING SERVICE ORDER FORM

Orange County Convention Center
The Center of Hospitality, where it's all about your experience.
Orlando

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

***PLEASE PRINT OR TYPE: Bolded** fields are required for processing.*

NAME OF EVENT: AMERICAN PSYCHOLOGICAL ASSOCIATION 2012 **BOOTH:** _____

BOOTH SIZE: _____X_____ **BOOTH TYPE:** ❑ ISLAND ❑ INLINE ❑ PENINSULA

EXHIBITING COMPANY: _____ **PHONE:** _____ **FAX:** _____

ADDRESS: _____ **EMAIL:** _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

ARE YOU: ❑Exhibitor ❑EAC / I & D (Company Name) _____ ❑Other_____

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:

CONTACT NAME: _____ PHONE: _____ EXT. ____ EMAIL: _____

***EXPRESS MAIL TO*: Orange County Convention Center**
Attention: Exhibitor Services
9860 Universal Blvd., Orlando, FL 32819-8199

***US MAIL TO:* Orange County Convention Center**
Attention: Exhibitor Services
PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884
Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824
E-MAIL: exhibit.services@occc.net **WEB:** http://www.occc.net/exhibitor/default.asp

Track Lights	*Incentive Order With Payment **Before July 9th, 2012**			**Base Order With Payment **After July 9th, 2012**			
Quantity	**Cost**	**Sales Tax**	**Unit Total**	**Cost**	**Sales Tax**	**Unit Total**	**TOTAL**
4' Track with 2 lights*	$ 176.52	+ $ 11.48	**$ 188.00**	$ 284.50	+ $ 18.50	**$ 303.00**	$
4' Track with 3 lights*	$ 205.63	+ $ 13.37	**$ 219.00**	$ 331.45	+ $ 21.55	**$ 353.00**	$
4' Track with 4 lights*	$ 232.86	+ $ 15.14	**$ 248.00**	$ 373.70	+ $ 24.30	**$ 398.00**	$
Add'l Track Light Fixtures*	$ 56.33	+ $ 3.67	**$ 60.00**	$ 89.20	+ $ 5.80	**$ 95.00**	$
300 Watt Pole Light**	$ 92.95	+ $ 6.05	**$ 99.00**	$ 147.41	+ $ 9.59	**$ 157.00**	$

**Price includes: fixtures, maintenance, power, installation, removal and metal bar for placement in your booth (Please see reverse side).*

*** Includes Power and Installation*

ADDITIONAL OVERHEAD LIGHTING (Pricing is per event)

Quantity	**Cost**	**Tax**	**Unit Total**	**Cost**	**Tax**	**Unit Total**	**TOTAL**
Par Can++	$ 266.66	+ $ 17.34	$ 284.00	$450.00	+ 29.25	$ 479.25	**$**
Lights Out (Per Pod)	Requires Show Mgmt Approval		$55.00	Requires Show Mgmt Approval		$75.00	**$**

++ (1000 watt Theatrical Ceiling Light Includes Installation, Removal, Electric, and 1 Focus)

- If refocus is required, an additional labor charge will apply.
- Please attach blueprints, floor plans, booth diagrams, sketches or drawings with surrounding booth or aisle numbers in order to determine proper orientation of your booth and the location of par cans and/or track or pole lights.
- **ALL PAYMENTS MUST BE MADE IN FULL by check, cash, money order or credit card, payable in US dollars, before services are provided**.

Payment in full must be received before service is provided.

Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.
FORM OF PAYMENT: Remit to Orange County Convention Center. **NEW ONSITE ORDERS** are subject to 50% Increase over the Base Rate.

❑ Company Check or Money Order in the amount of $ _____ ❑ Visa ❑ MasterCard ❑ American Express
(Made Payable to Orange County Convention Center, $USD, US Bank)

Please complete all areas below. Incomplete requests will be rejected. The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Please note that we will be contacting your bank to verify that you are able to make these charges.

Account No. _____ Exp. Date_____

Name (Please Print)_____

Authorized Signature _____ Date_____

E-mail Address to where final invoice will be sent: _____

Credit Card Billing Address: _____

Security ID Code:_____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) days prior to the scheduled first move in date to receive a full refund less $35.00 administrative fee.
ALL PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

FOR OFFICE USE ONLY

2012 AERIAL RIGGING ORDER FORM

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

Orange County Convention Center
The Center of Hospitality, where it's all about *your* experience.
Orlando

PLEASE PRINT OR TYPE: Please complete entire form for processing.

NAME OF EVENT: AMERICAN PSYCHOLOGICAL ASSOCIATION 2012 BOOTH:_____

BOOTH SIZE: _____X_____ **BOOTH TYPE:** ❑ ISLAND ❑ PENINSULA

EXHIBITING COMPANY: _____ **PHONE:** _____ **FAX:**_____

ADDRESS: _____ **EMAIL:** _____

CITY: _____ STATE/PROVINCE:_____ ZIP:_____ COUNTRY:_____

Are you: ❑Exhibitor ❑EAC / I & D (Company Name) _____ ❑Other_____

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:
CONTACT NAME: _____ PHONE:_____ EXT.____ EMAIL: _____

***EXPRESS MAIL TO*: Orange County Convention Center**
Attention: Exhibitor Services
9860 Universal Blvd, Orlando, FL 32819 -8199

***US MAIL TO:* Orange County Convention Center**
Attention: Exhibitor Services
PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884
Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824
E-MAIL: exhibit.services@occc.net **WEB:** http://www.occc.net/exhibitor/default.asp

RIGGING LABOR RATES

Incentive Deadline Date: July 9th, 2012

INCENTIVE RATE- $84.00 PER PERSON/HR. (Three-person team - minimum of 1 hr in & 1 hr out) The rigging form and payment of **$504.00 MUST** be received 21 days prior to the first move in day to receive incentive pricing for event.

BASE RATE - **$122.00 PER PERSON/HR**. (Three-person team - minimum of 1 hr in & 1 hr out). All rigging forms received after the incentive deadline or on-site will be charged base rate for event. A payment of **$732.00** is required for base rate.

All labor in excess of 1 hr for installation and 1 hr for removal will be billed in ½ hr increments. There is no charge for aerial lifts used to suspend items. There is a charge when used for other purposes.

After 8 hours per day and on holidays, overtime rates (time & ½ per hour) apply.

Normal hardware to suspend items is available through the Convention Center at an additional charge (truss, electric chain hoists, aircraft cable, ropes, etc.). ONLY RATED RIGGING HARDWARE IS PERMITTED.

AFTER ASSEMBLY OF YOUR SIGN AND BEFORE RIGGING CAN COMMENCE, THE ONSITE AUTHORIZED PERSON MUST STOP BY THE EXHIBITOR SERVICES DESK TO SIGN PAPERWORK. RIGGING ORDERS ARE HANDLED IN THE ORDER IN WHICH THE PAPER WORK IS SIGNED OFF AT THE ORANGE COUNTY CONVENTION CENTER EXHIBITOR SERVICES DESK OR AT THE DISCRETION OF THE RIGGING DEPARTMENT.

Rigging Install date _____ Rigging Strike date_____

Dates of installation may vary depending on the quantity of orders received and how many move-in days your event may have. OCCC personnel does not assemble item(s). Assembly must be completed before initiating services. All rigging orders are subject to approval by the Orange County Convention Center and must be installed, removed and supervised by OCCC personnel.

Description of item (sign, banner, truss, etc.) _____

Quantity (if item are different, please attach descriptions of each) _____

Type of material (wood, vinyl, cloth, steel, etc.) _____

Size: _____ Weight: _____

Height desired from floor to bottom of suspended item _____

Will you require:

OCCC Chain Hoist (Motors) ? _____ Quantity: _____

OCCC Truss? _____ Quantity: _____

Please contact Rigging Services at 407-685-5555 to discuss details or to ask questions.

Does this item require power?_____ **(Please order on electrical form and note that power is for overhead rigging only)**

Note: the credit card listed below will be initially charged for the rigging labor payment as noted above when this order form is received. Additional charges (if any) for additional labor or normal hardware needed to suspend items will be charged separately to the card listed below. No purchase orders accepted. Prices are subject to change without notice. Please note that on-site orders are subject to a 50% increase over the base rate.

FORM OF PAYMENT - Payment must be received before service is provided.
Orange County Convention Center Taxpayer Identification Number (TIN) **is 59-6000773**.
❑ Company Check or Money Order in the amount of $ _____ **(Made Payable to Orange County Convention Center, $USD, US Bank)**
Security ID Code: _____ ❑ Visa ❑ MasterCard ❑ American Express

Please complete all areas below since we are unable to process incomplete information. **A copy of the front of the credit card is required if tax exempt**.

Account No. _____ Exp. Date_____

Name (Please Print) _____

Credit Card Billing Address: _____

E-mail Address to where final invoice will be sent: _____

Authorized Signature_____ Date _____

Cancellation Policy: Notification must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less $35.00 administrative fee. Prices are subject to change.

FOR OFFICE USE ONLY

AERIAL RIGGING ORDER FORM

CONDITIONS AND REGULATIONS

Exhibitor Rigging Information

- The Orange County Convention Center is the EXCLUSIVE provider of Aerial Rigging Services.
- All rigging must conform to Show Management rules, regulations, and facility limitations.
- The use of any type of tape/adhesive for attaching signs, banners, or decorations to the building, walls, or decorative surfaces is **NOT PERMITTED**.
- All equipment, signs, products, etc. must be designed to suspend safely. In some cases, signs may require a structural Engineers seal of approval.
- Care must be taken to use only **RATED RIGGING HARDWARE** when designing, constructing or purchasing such items. All hardware is required to have a working load limit, (W.L.L.).
- Rigging plots, drawings, blueprints or engineers certification (when requested) must be submitted to the Orange County Convention Center Rigging Services Department a **MINIMUM** of **THREE WEEKS** in advance of the first move-in day for your show and must include the location, the dimensions, the height above the floor to the top, and the weight of the suspended item. They must also show booth outline with aisles marked for reference.
- All points where nylon slings are used will require a steel safety cable.
- **All assembly of equipment, signs, products, etc., will be the responsibility of the Exhibitor or Contractor**
- Any equipment, signs, products, etc. deemed to be unsafe for overhead suspension by the Orange County Convention Center Rigging Services Department will not be allowed.
- All payments must be made by CHECK, MONEY ORDER (payable in U. S. funds on U. S. Banks), VISA, MASTERCARD, AMERICAN EXPRESS or CASH. No PURCHASE ORDERS accepted. **A credit card must be placed on file for any additional charges.**
- Actual time and date of rigging may vary during move-in and move-out of your show in order to reduce costs to you.
- **All orders for rigging will be handled in the order in which the paper work is signed off at the Orange County Convention Center Exhibitor Services Desk** or at the discretion of the Rigging Department.
- If you are not flexible and need a **DEFINITIVE DATE AND TIME**, you will be charged a **minimum** of 4 hours up and 4 hours down times the number of men needed.
- Refer to Rate Sheet for equipment/labor rates at our web site: www.occc.net
- **The Orange County Convention Center, Rigging Services – Rigging Department can be reached by phone (407) 685-5555, or via FAX (407) 685-5974 to clarify or assist you with any concerns you have in regards to aerial rigging at the Convention Center.**

Services requested on this form are for the single event listed.

Revisions and/or changes after the 21-day deadline will be charged at the base rate

Cancellation Policy:
Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a $35.00 administrative fee.

The Center will not refund overpayments, except sales tax, in an amount less than $15.00, unless specifically requested in writing.

Credit will not be given for services provided and not used.

Orange County Convention Center

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

2012 COMPRESSED AIR, WATER, DRAIN SERVICES ORDER FORM

PLEASE PRINT OR TYPE: ***Bolded*** *fields are required for processing.*

NAME OF EVENT: AMERICAN PSYCHOLOGICAL ASSOCIATION 2012 **BOOTH:** _____

BOOTH SIZE: _____X_____ **BOOTH TYPE:** ❑ ISLAND ❑ INLINE ❑ PENINSULA

EXHIBITING COMPANY: _____ **PHONE:** _____ **FAX:** _____

ADDRESS: _____ **EMAIL:** _____

CITY: _____ STATE/PROVINCE: _____ ZIP: _____ COUNTRY: _____

ARE YOU: ❑Exhibitor ❑EAC / I & D (Company Name) _____ ❑Other_____

IF USING AN EAC / I & D COMPANY, PLEASE INDICATE CONTACT INFORMATION BELOW:
CONTACT NAME: _____ PHONE: _____ EXT. _____ EMAIL: _____

Quantity		*Incentive Order With Payment Before July 9th, 2012				**Base Order With Payment After July 9th, 2012				TOTAL
COMPRESSED AIR SERVICES * *+ Service Outlet ½" FPT Maximum Pressure 90 PSI		Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	
	Air Service Connection	$265.72		+17.28	$283.00	$362.44		+23.56	$386.00	$
WATER SERVICES * + Service Outlet ⊗ ½" FPT		Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	
	Water Service Connection	$190.55	+19.06	+12.39	$222.00	$307.29	+30.73	+19.98	$358.00	$
DRAIN SERVICES * +										
	Drain Service	$170.89		+11.11	$182.00	$272.30		+17.70	$290.00	$
WATER FILL & DRAIN (One Time) Labor Included		Cost	Utility Tax	Sales Tax	Unit Total	Cost	Utility Tax	Sales Tax	Unit Total	
	Water Fill & Drain (1-99 Gal)	$80.68	+8.07	+5.25	$94.00	$128.75	+12.88	+8.37	$150.00	$
	Water Fill & Drain (100-299 Gal)	$162.22	+16.23	+10.55	$189.00	$259.22	+25.93	+16.85	$302.00	$
	Water Fill & Drain (300-500 Gal)	$232.61	+23.27	+15.12	$271.00	$375.10	+37.51	+24.39	$437.00	$
	Water Fill & Drain – Additional (Over 500 Gallons – in 500 Gallon increments)	$33.47	+3.35	+2.18	$39.00	$58.36	+5.84	+3.80	$68.00	$
								GRAND TOTAL		$

***EXPRESS MAIL TO*: Orange County Convention Center**
Attention: Exhibitor Services
9860 Universal Blvd., Orlando, FL 32819-8199

***US MAIL TO:* Orange County Convention Center**
Attention: Exhibitor Services
PO BOX 691509, Orlando, FL 32869-1509

Fax (407) 685-9884
Convention Center (800) 345-9898 • Exhibit Services (407) 685-9824
E-MAIL: exhibit.services@occc.net WEB: http://www.occc.net/exhibitor/default.asp

CONNECTION INFORMATION:

- Price includes one connection to exhibitor's equipment. Additional charges will incur for additional connections. Services are only available **from floor.**
- **Note: pressure may vary. No guarantee can be made of minimum and maximum pressure. If pressure is critical, please contact exhibit services at (407) 685-5646.**
- Please provide an attached drawing indicating location of your connections. If a drawing is not provided, the center will install the service in the most convenient location and charges will apply for relocation.

Payment Information

All payments MUST be paid in full before services are provided. Onsite orders are subject to a 50% increase over the base rate.

- **Absolutely NO purchase orders will be accepted. PRICES ARE SUBJECT TO CHANGE.**
- **Orders without payment and/or floorplan will NOT be processed and service will be withheld.**
- **ONLY Visa, MasterCard, American Express, Company Checks, and Wire Transfers are accepted forms of payment**
- **Orange County Convention Center Taxpayer Identification Number (TIN) is 59-6000773.**

Amount Enclosed: $ _____ ❑ Company Check or Money Order (**Made Payable to Orange County Convention Center, $USD, US Bank**)

Please complete all areas below. **Incomplete requests will be rejected.** The Center reserves the right to decline acceptance of any card-not-present credit card transaction at its discretion. Note: We will be contacting your bank to verify that you are able to make these charges.

Security ID Code: _____ **Form of Payment:** ❑ Visa ❑ MasterCard ❑ American Express

Account No. _____ Exp. Date _____

Card Holder Name (Please Print) _____

Authorized Signature _____

E-mail Address to where final invoice will be sent: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Cancellation Policy: Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less $35.00 administrative fee.

FOR OFFICE USE ONLY

Orange County Convention Center
The Center of Hospitality, where it's all about *your* experience.

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

COMPRESSED AIR, WATER, DRAIN SERVICE ORDER FORM

CONDITIONS AND REGULATIONS

COMPRESSED AIR, WATER, DRAIN SERVICE CONDITIONS, AND REGULATIONS

1. All equipment must comply with the Southern Building Code, all Federal, State, and local safety codes.
2. Claims will NOT be considered unless filed by Exhibitor before the close of show at the Service Desk.
3. All material and equipment furnished by the Center for this service order shall remain the property of the Center and shall be removed ONLY by the Center at the close of show.
4. The Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the Center's Plumbing Supervisor.
5. Unless otherwise directed, Center personnel are authorized to cut floor coverings to permit installation of service.
6. All payments **MUST** be paid in full before services are provided. **Onsite orders are subject to a 50% increase over the base rate.**
7. Incentive orders shall receive priority service.
8. Prices are based upon current wage rates and are subject to change without notice.
9. OBSTRUCTIONS BLOCKING UTILITY FLOOR BOXES ARE SUBJECT TO RELOCATION AS NECESSARY.
10. The exhibitor **must** notify the OCCC service desk for installation if no detailed diagram has been submitted indicating location of the ordered services.

Services requested on this form are for the single event listed.

Revisions and/or changes after the 21 day deadline will be charged at the base rate.

Cancellation Policy:
Notification of cancellation must be received in writing a minimum of fourteen (14) calendar days prior to the scheduled first move in date to receive a full refund less a $35.00 administrative fee.

The Center will not refund overpayments, except sales tax, in an amount less than $15.00, unless specifically requested in writing.

Credit will not be given for services provided and not used.

SMART CITY
5795 W. BADURA AVE, SUITE 110
LAS VEGAS, NEVADA 89118
888-446-6911
702-943-6001 (FAX)

Orlando Orange County Convention Center
The Center of Hospitality, where it's all about *your* experience.

EXHIBITOR TELEPHONE SERVICES

Company Name	**Booth**	**Show Name:** 120th APA Annual Convention
Billing Name		**Show Dates:** 8 / 2 / 12 To 8 / 5 / 12
Billing Address		**Incentive Order Deadline:** 7 / 9 / 12
City, State/Country, Zip		E-Mail
Contact	Telephone Number ( ) -	Fax Number ( ) -
Credit Card No. / Expiration /	Cardholder Signature (2)	Print / Type Cardholder Name

Description of Service	Type	QTY	Incentive	Base	+ Local/Long Distance / Equip Deposit (1)	Total
1. Standard Line (PBX Service, must dial 9 then number)						
a. Line without a telephone (Unrestricted Long Distance)	LO-UNR		$ 235	$ 310	+ $ 100	
b. Line without a telephone (800 & Local Calls Only)	LO-CC		$ 235	$ 310	+ $ 100	
c. Line without a telephone (Local Calls Only)	LO-TLD		$ 235	$ 310	+ $ 100	
2. Equipment Rental – Telephone Instruments (without line)						
a. Telephone - Single Line Instrument	SL		$ 27	$ 41		
b. Speakerphone – Single Line Instrument	SP		$ 85	$ 127		
c. 10 – Button Multi-Line Telephone W/Speakerphone *	MS		$ 193	$ 291		
d. 10 – Button Multi-Line Telephone W/Speakerphone & Display *	MS-D		$ 250	$ 375		
e. Teleconference Unit, Poly-Com	PL		$ 250	$ 375		
* Multi-Line Phone includes one (1) Main Number and (1) Roll-Over Line.						
3. Special Telephone Services						
a. Voice Mail	VM		$ 31	$ 47		
b. Move, Changes and Programming Changes – Single Line / each	MF/RF		$ 50	$ 50		
c. Move, Changes and Programming Changes – Multi-Line / each	MF/RF		$ 60	$ 60		
4. Other _____ (call 888-446-6911 for quote)						
5. Move – In / On Site order fee of $75 per line (if ordering service after show move-in has started). x (number of lines)						
					SUBTOTAL	
Unused portions of deposits returned with final billing.					ESTIMATED 14.45% TAX / FEES DEPOSIT = SUBTOTAL x 14.45%	
TOTAL PAYMENT MUST ACCOMPANY ORDER. *Credit Card users may fax order to* ***702-943-6001***					GRAND TOTAL	

***** Incentive Price applies to orders received With Payment, 21 days prior to the 1st day of show move-in. *****

Notes:

1. Deposit is for Local-Toll, Long Distance, and 800# / Calling Card usage per line ($300 combined max with valid credit card on file). If Credit Card authorization is not on file a $300 Deposit per line is required. Additional Long Distance deposits for International accounts may apply and will be determined upon request for service.
2. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
3. Smart City accepts payment in US dollars drawn on a US Bank or a credit card (AMEX, VISA, MC). Make all checks payable to: **Smart City.**
4. Smart City Federal ID is 22-3810189.
5. Equipment Deposit waived with valid credit card on file. Damaged/non-returned equipment will incur replacement charges.
6. Customer provided / ordered circuits must be installed and operational 2 days prior to show move-in. Customer must provide Smart City with Circuit Number and provider's name.
7. Attach any required additional floor plans/diagrams.
8. Unused access deposits will be returned with final billing.
9. Equipment and Line Services will be taxed at the prevailing State, Federal or Local taxes in effect at the time of the event. Taxes subject to change by the taxing authorities of Florida.

********** Credit card authorization must be on file for All Services and Applicable Taxes / Fees. **********

Customer Acceptance of Terms and Conditions: _____ **Date:** _____

Indicate location in Booth with an X.

Island ☐

Standard ☐

Aisle # _____ Aisle # _____ Aisle # _____

Important!
Important! Important!
Include floor plan w/orientation. A move fee starting at $50 per line may apply to relocate the circuit after it is Installed.

FOR SMART CITY NETWORKS USE:

Type of Service _____ Exhibitor No. **2012 - 075 - 341 -**

Extension #(s) _____ Payment Rec'd _____

Special Instructions _____

_____ CSR _____ DATE _____

Smart City-75T 2/2/12

LIMITATION OF LIABILITY

Except for claims for physical injury to persons, SMART CITY and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory; whether or not SMART CITY or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. Some states do not allow limits on warranties or on remedies for breach in certain transactions, in such states, the limits in this section may not apply. In no event shall liability exceed a refund of amounts actually paid to Smart City by company for their telecommunications service(s).

(1) All Exhibitor contracts are solely between SMART CITY and the prospective Exhibitor; (2) SMART CITY is not the employee, agent, or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Exhibitor, under any Exhibitor Contract including without limitation, the obligation to provide any of the services covered by such Exhibitor Contract; (4) No representations or warranties are being made by the Facility with respect to any Exhibitor Contract or any Communications Services; (5) The right of the Exhibitor to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such services unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Exhibitor Contract are separate and independent from the provisions of the exhibitor's lease space in the building and shall not affect the exhibitor's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Exhibitor Contract or any failure with respect to any Communications Services have any effect on any Exhibitor's obligations to the Facility under any lease or any other occupancy agreement between such Exhibitor and the Facility.

TERMS AND CONDITIONS

1. **Payment** and order must be received no later than 21 days prior to the first day of show move-in to obtain the **Incentive/Discount Rate. Base Rate** applies to all orders received with payment from (1) to (20) Twenty days before show move-in has started. If ordering on site or after show move-in has started there is a **$75.00 per line** charge applied to the base rate.
2. The prices on this contract do not include Federal, State, Local or Other Taxes and Tax Surcharges. Taxes/Tax surcharges will be included on your final bill.
3. Please provide all information requested on the form for speedy processing of your contract.
4. **Conditions for processing service contract / On-time Installation:**
   a. Payment for service must accompany contract.
   b. Incomplete contract forms will delay processing.
   c. Booth number(s) must be identified on face of form.
   d. Location of circuit in booth must be designated on form or customer provided diagram 2 days before move-in date.
   e. Customer provided /ordered circuits must be installed and working 2 days before show move-in.
   f. Orders /changes received within 3 days of show move-in will be worked after other orders are complete.
5. Credit will not be given for service installed and not used.
6. **Equipment Management:**
   a. Exhibitors should pick up telephone equipment at the Smart City Service Desk. Unused deposits paid will be refunded by mail within 60 days of show close following final reconciliation of your bill.
   b. The exhibitor will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk by 5:00 p.m. the day following close of the show.
   c. The Smart City Service Desk will be open to handle equipment rentals during move-in and show.
   d. The Single Line – Standard Desk Telephone Instrument, when ordered and paid for, belongs to the exhibitor and does not have to be returned to Smart City.
7. Any problems should be reported to the Smart City Service Desk or to the Smart City main office at 1-407-685-2000; 1-888-614-2637.
8. Claims will not be considered unless filed in writing by Exhibitor prior to close of Show.
9. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide may be billed to the Exhibitor at the prevailing rate.**
10. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
11. **Long Distance and Directory Assistance:**
    a. Toll restricted requests will restrict lines to local only or local and "1-800" type calling only. Local calls are intended to be at no charge, however, Local call charges can be incurred on some local area/zone prefixes. All other "1+" or "0+" dialing will be restricted (this includes all long distance calls).
    b. All lines will be restricted from "976" and "900" dialing unless otherwise requested.
    c. U.S.A. Long Distance is $0.74 per minute.
    d. Smart City will provide a detailed listing of all billable/long distance/local type calls made on the line.

    All "1-800, 950" and credit card calls will be at no charge for the first 10 minutes. A $0.30 per minute charge will apply to the duration of the call that is over 10 minutes.

    A $0.50 surcharge per call will be charged on all directory assistance, Information, 0+ and Operator assisted calls.

NOTE: THE EXHIBITOR IS RESPONSIBLE FOR ALL LOCAL, LONG DISTANCE, DIRECTORY ASSISTANCE AND OPERATOR ASSISTED CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S).

12. The number(s) assigned to you are for the duration of this event only. Service cannot be moved or transferred outside of the Center and intercept service cannot be provided.
13. There will be a $25.00 service charge for all returned checks.
14. Due to the cost of processing checks, any refunds due in the amount of $15.00 or less will not be refunded except on request.
15. **CANCELLATION** - Cancellations must be in writing a minimum of fourteen (14) days prior to the scheduled first show date to receive a full refund less a $35.00 administrative fee. Additional cancellation charges will apply (Minimum $150 or 10%, whichever is greater) for orders that have already incurred processing, labor, material, and/or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted.
16. Prices are based upon current rates and are subject to change without notice.

Complete and Return To

***** ORDERING SERVICES *****
MAIL CHECK OR FAX PAYMENT W/ORDER TO:

☐ SMART CITY
5795 W. BADURA AVE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

***** FLOOR PLANS *****
MAIL OR FAX FLOOR PLANS TO:

☐ SMART CITY
9800 INTERNATIONAL DRIVE
ORLANDO, FL 32819
(888) 446-6911 FAX (702) 943-6001

VISIT US ON THE WEB AT: www.smartcitynetworks.com

Floor Plan – Communications Cable

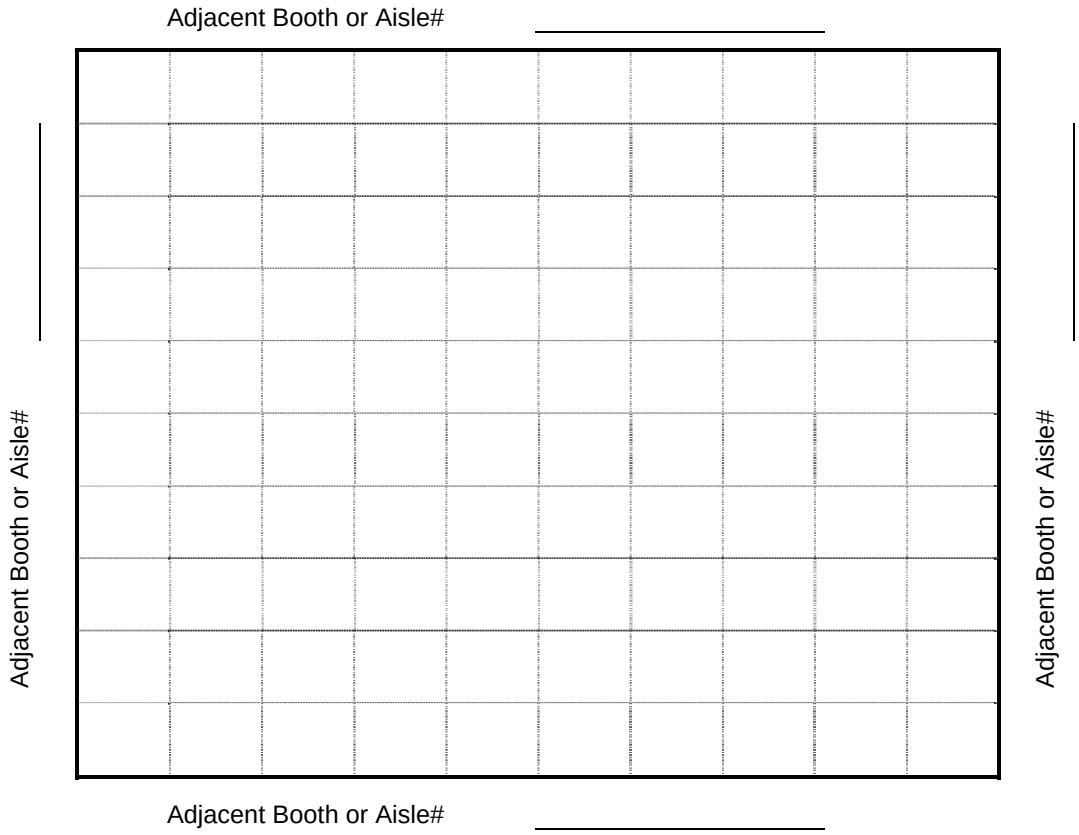
Center: Orlando's OCCC (075) - FL **Company Name:** _____

Show: _____ **Booth / Room #:** _____

Customer / Ref #: 2012 - 075 - 341 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6000 • Fax (702) 943-6001

SmartCity

Telephone Services Overview

A – Z Introduction to Services – Smart City offers PBX dial "9" service with 1 + direct toll calling, Dedicated Line, non dial "9" service and extension of 3rd Party Circuits. Telephone lines provided by Smart City are provisioned and installed with unrestricted long distance access (UNR), which provides dialing capabilities to local, 800# type calls and any U.S. domestic and International calling. PBX telephone lines are restricted from 900 and 976 dialing unless otherwise requested. Upon request PBX service can be restricted to (a) local calls only (TLD) or (b) local and 800# type calls only (CC).

Basic Line (analog PBX dial "9" access) – Provides a basic telephone line with a single PBX number (telephone instrument optional). Customer(s) must dial a "9" to access an outside line. Customer(s) purchasing a telephone instrument with the line may keep the instrument. A deposit must accompany order(s) for each line with access to long distance, 800# type calls and local toll calls (when applicable). Not recommended for modem use.

Calling Features / Customized Programming – Custom calling features are available including intercom, speaker phones, calling restrictions, call waiting, forward no answer, call forwarding, hunt groups and voice mail. Please call customer service at 888-446-6911 to request these special programming features.

Dedicated Line (analog non dial "9" access) – Analog circuit that is best for modem and credit card machine usage. Customers purchasing a telephone instrument with the line may keep the instrument. A deposit must accompany order(s) for each line as Dedicated Lines CANNOT be toll restricted or restricted from 800 dialing. There is no guaranteed data type speed with the Dedicated Line. Customers requiring a high speed connection should consider one of Smart City's broadband services.

Dry Pair – See "Special Line Services".

ISDN Line – An ISDN BRI circuit (2B + D) and its two SPID numbers (provides up to 128 Kbps of throughput). Standard set up is alternate Voice and / or Data on both B channels. A deposit on both channels is required for long distance services and local calls (when applicable), as ISDN circuits CANNOT be toll restricted.

Multi-Line Phone Services and Speaker Phones (dial "9" access) – One Multi-Line telephone instrument with one primary telephone number and one "roll over" number. Multi-Line telephones are programmed exclusively for Smart City and will not work with any other telephone circuit. Must dial "9" to access an outside line. A Multi-Line instrument(s) set can have up to 14 configurable keys (default is 7) in addition to the Hold key, Release key, and Volume control bar. This instrument can also accommodate a key expansion module for additional feature keys. Transfer, conference, and forwarding features are normally included. Speakerphone capability can be added for an additional charge. A deposit must accompany order(s) for each Multi-Line telephone instrument and each line requiring access to long distance, 800# type calls and local toll calls (when applicable).

Ring Down Line – Provides a telephone line with a telephone instrument (optional) that is programmed to automatically ring to a pre-determined phone number. Typically does not receive incoming calls.

Special Line Services (Dry Pair - Extended 3rd Party Circuits) – Extension of a Customer's service(s) ordered from the local Telephone Co. or other Provider (e.g. Sprint, Bell Telephone, AT&T etc.). The 3rd party provider will bring the circuit to the Facility Demarc and Smart City will be responsible for extending services to the Customer's booth. Customer must order a Dry Pair Extension from Smart City. This includes Analog telephone lines, ISDN, DSL, T-1, DS-3, OC-3, or any other special circuit not provided by Smart City. If utilizing an outside carrier for telephone service, Customer(s) will need to obtain the telephone number and / or circuit number from them and provide that information to Smart City. For ISDN service please indicate the SPID #s, for T-1s or other special circuits we need to have an installation date, the carrier name and contact, and the circuit ID# so we can identify and extend the proper circuit. Consult the Order Form for extension prices.

SMART CITY
5795 W. BADURA AVE, SUITE 110
LAS VEGAS, NEVADA 89118
888-446-6911
702-943-6001 (FAX)

Orlando Orange County Convention Center
The Center of Hospitality, where it's all about *your* experience.

EXHIBITOR NETWORK SERVICES

INTERNET - NETWORK SERVICE CONTRACT

Company Name		**Booth / Room**	**Show Name** 120th APA Annual Convention
Billing Name			**Show Dates** 8 / 2 / 12 To 8 / 5 / 12
Billing Address			**Incentive Order Deadline:** 7 / 9 / 12
City, State/Country, Zip			E-Mail
Contact		Telephone Number ( ) -	Fax Number ( ) -
Credit Card No.	Expiration /	Cardholder Signature (1)	Print / Type Cardholder Name

Description of Service	Type	QTY	Incentive	Base	+ Deposit	Total
1. Standard Line Services (10 / 100 Base-T):						
a. Shared Ethernet Service (Single Public IP address)	SE		$ 1,295	$ 1,545		
b. Additional Public IP Address / Device (Ethernet)	IA-S		$ 125	$ 150		
c. Shared EtherNAT Service (Single Private IP address)	NE		$ 995	$ 1,245		
d. Additional Private IP Address / Device (EtherNAT)	IA-N		$ 125	$ 150		
e. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		$ 5,900	$ 6,150		
f. Wireless Internet (See Note 7)	WI		(Call 888-614-2637 for quote)			
g. Additional Services (if applicable)	MI		(Call 888-614-2637 for quote)			
2. Equipment Rental						
a. Switch / Hub Rental (8 Port) – 10 / 100 Base-T	SW08		$ 150	$ 175	$ 150	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base-T	SW24		$ 225	$ 260	$ 150	
c. Patch Cable (up to 50') – Cat 5	PC		$ 50	$ 60		
3. Special Line services						
a. T-1 Extended data circuit from D-Mark to Booth (See Note 10)	T2		$ 2,000	$ 2,250		
b. DS-3 Extension from D-Mark to Booth (See Note 10)	T3		$ 9,000	$ 9,250		
c. Labor / Floor Work Fee per hour	FW		($ 75)			
d. Point to Point Networking / Special Configurations / Engineering	MI		(Call 888-614-2637 for quote)			
e. Special Quote – Attachment A or SOW (if applicable)	MI		(Call 888-614-2637 for quote)			
4. Move – In / On Site order fee of $250 per line (if ordering service after show move-in has started). x (number of lines)						
5. Distance Fee of $500 for each line outside the Convention Building (on campus). ($ 500) x (number of lines)						
					SUBTOTAL	
Unused portions of deposits returned with final billing.					**ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%**	
TOTAL PAYMENT MUST ACCOMPANY ORDER. *Credit Card users may fax order to* ***702-943-6001***					**GRAND TOTAL**	

**** Incentive Price applies to orders received With Payment, 21 days prior to the 1st day of show move-in. ****

Notes:

1. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
2. Smart City's Federal ID is 22-3810189.
3. Smart City accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC). *Make all checks payable to:* ***Smart City.***
4. Installations are due 24 hours prior to show opening.
5. Attach any required additional floor plans / diagrams.
6. The choice of Internet Service Provider (ISP) is at the sole discretion of Smart City.
7. Smart City is the exclusive provider of all voice, wired and wireless data services. **Wireless Devices not authorized by Smart City are strictly prohibited.** Anyone wishing to showcase wireless products must contact Smart City three weeks in advance of their show to investigate the potential of Smart City engineering a customized cohesive network operating without interference.
8. Rates listed include a single IP address, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.
9. 10/100Mbps and less service is provided on 10/100Mbps, auto-sensing Ethernet based connectivity with RJ-45 jacks for each connection ordered.
10. T-1 / DS-3 orders must be placed 45 days prior to move-in date.

******** Credit card authorization must be on file for all Services and applicable Taxes / Fees. ********

Customer Acceptance of Terms and Conditions:_____ Date:_____

Indicate location in Booth with an X.

Island ☐

Standard ☐

Aisle #_____ Aisle # Aisle # Aisle #_____

Important! ! Include floor plan w/orientation. A move fee starting at $ 200 per line may apply to relocate the circuit after it is installed.

FOR SMART CITY USE:	Type of Service:		Exhibitor No. 2012 - 075 - 341 -	
			Payment Rec'd:	
Special Instructions:				
			CSR:	Date:
IP Address	Subnet	Gateway	Primary DNS	Secondary DNS

Smart City-75N 11/16/11

LIMITATION OF LIABILITY

Except for claims for physical injury to persons, Smart City and its suppliers or subcontractors will not be liable for any special, or consequential damages or for loss, damage or expense directly or indirectly arising from customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind (including loss of business profits) based upon breach of warranty, breach of contract, negligence, strict tort or any other legal theory whether or not Smart City or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. Some states do not allow limits on warranties or on remedies for breach in certain transactions, in such states; the limits in this section may not apply. In no event shall liability exceed a refund of amounts actually paid to Smart City by company for their network attachment.

(1) All Exhibitor Contracts are solely between Smart City and the prospective Exhibitor; (2) Smart City is not the employee, agent, or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Exhibitor, under any Exhibitor Contract, including without limitation, the obligation to provide any of the services covered by such Exhibitor Contract; (4) No representations or warranties are being made by the Facility with respect to any Exhibitor Contract or any Communications Services; (5) The right of the Exhibitor to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such services unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Exhibitor Contract are separate and independent from the provisions of the exhibitor's lease space in the building and shall not affect the exhibitor's obligations under such lease and without limiting the foregoing, in no event shall any default by Smart City under the Exhibitor Contract or any failure with respect to any Communications Services have any effect on any Exhibitor's obligations to the Facility under any lease or other occupancy agreement between such Exhibitor and the Facility.

TERMS AND CONDITIONS

1. **Payment** and order must be received no later than 21 days prior to the first day of show move-in to obtain the **Incentive / Discount Rate**. **Base Rate** applies to all orders received with payment from (1) One to (20) Twenty days before show move-in has started. If ordering on site or after show move-in has started there is a **$250.00 per circuit** charge applied to the base rate.
2. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes/Tax surcharges will be included on your final bill.
3. **Conditions for processing service contract / On-time Installation:**
   (a) Payment for service must accompany contract. **(b)** Incomplete contract forms will delay processing, please provide all information requested. **(c)** Booth number(s) must be identified on face of form. **(d)** Complete Floor Plan itemizing location of circuit(s) in booth must be designated on form or customer provided diagram(s) 2 days before move-in date. **(e)** Customer provided / ordered circuits must be installed and working 2 days before show move-in. **(f)** Customers must provide Smart City with Circuit Number and Provider's name. **(g)** Orders / changes received within 3 days of show move-in will be worked after other orders are complete.
4. **Equipment Management:**
   (a) Exhibitors should pick up hubs, wireless devices and other rental equipment at the Smart City Service Desk. Unused deposits paid will be refunded by mail within 60 days of show close following final reconciliation of your bill. **(b)** The exhibitor will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk by 5:00 p.m. the day following close of the show. **(c)** The Smart City Service Desk will be open to handle equipment rentals during move-in and show.
5. Any problems should be reported to the Smart City Service Desk.
6. Claims will not be considered unless filed in writing by Exhibitor prior to close of Show.
7. **Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide may be billed to the Exhibitor at the prevailing rate.**
8. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.
9. Due to the cost of processing checks, any refunds due in the amount of $15.00 or less for checks or $5.00 or less for credit cards will not be refunded except on request.
10. There will be a $25.00 service charge for all returned checks.
11. **CANCELLATION** - Cancellations must be in writing a minimum of fourteen (14) days prior to the scheduled first show date to receive a full refund less a $35.00 administrative fee. Additional cancellation charges will apply (Minimum $150 or 10%, whichever is greater) for orders that have already incurred processing, labor, material, and/or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.
12. **Use of Network Connection:**
    (A) The network attachment to be provided by Smart City may be used only by the directors, officers and employees of the company, its guests and its agents and consultants while performing service for the company and **cannot be resold or distributed to other companies.** The services being provided by Smart City will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. **(B)** Users of Smart City services **shall not disrupt** any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. **(C)** All devices for which Smart City directly or indirectly provides Internet/Network connectivity must pay a **device charge** or **purchase** a Smart City assigned **IP address**.
13. **Wireless Specific:** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
14. **Internet Performance Disclaimer:** Smart City does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.
15. **Internet Security Disclaimer:** Smart City does not provide security, such as but not limited to firewalls etc. for any data circuit(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.
16. **VIRUS PROTECTION REQUIREMENT – WARNING** - Smart City requires that all devices directly or indirectly accessing Smart City's Network have the latest virus scan software, windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device which adversely impacts Smart City's Network will be disconnected from the network with or without prior notice at Smart City's discretion. The device(s) in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution.

Complete and Return To

***** ORDERING SERVICES ***** ***** FLOOR PLANS *****

☐ **MAIL CHECK OR FAX PAYMENT W/ORDER AND FLOOR PLAN TO:**

SMART CITY
5795 W. BADURA AVE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

Network Security Declaration

Center: Orlando's OCCC (075) - FL
Show: 120th APA Annual Convention
Company Name: _____
Booth / Room #: _____
Customer / Ref #: 2012 - 075 - 341 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated: _____ (Date) Security Updates Last Performed: _____ (Date)

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

_____ Signature _____ Date

_____ Printed Name _____ Title

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SmartCity

Wireless Performance Declaration

Center: Orlando's OCCC (075) - FL
Show: 120th APA Annual Convention
Company Name:
Booth / Room #:
Customer / Ref #: 2012 - 075 - 341 -

Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a / g system. 802.11 a operates in the 5GHz frequency range (Exhibit Halls & Meeting Rooms) and 802.11 g operates in the 2.4GHz frequency range (mainly for all open / lobby areas in the building). The wireless service offers Internet access at speeds up to 256K and greater servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking web based email. Smart City's Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / g network card.

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does **NOT** recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, Smart City highly recommends Customer(s) purchase hardwired services such as Shared Ethernet, Shared EtherNAT or Dedicated Bandwidth service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (888) 614-2637 and one of our Customer Service Representatives will be happy to assist you.

Restrictions and Special Requests

Due to the extensive coverage Smart City provides for the Facility, **NO** Customer provided access points are authorized for use within the Facility without Smart City prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Smart City Wireless Network. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals may incur a site survey fee). Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Upon receipt of this form, Smart City Wireless Services and / or Customer(s) authorized wireless AP devices (with Smart City's approval) will be activated / available for your use.

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

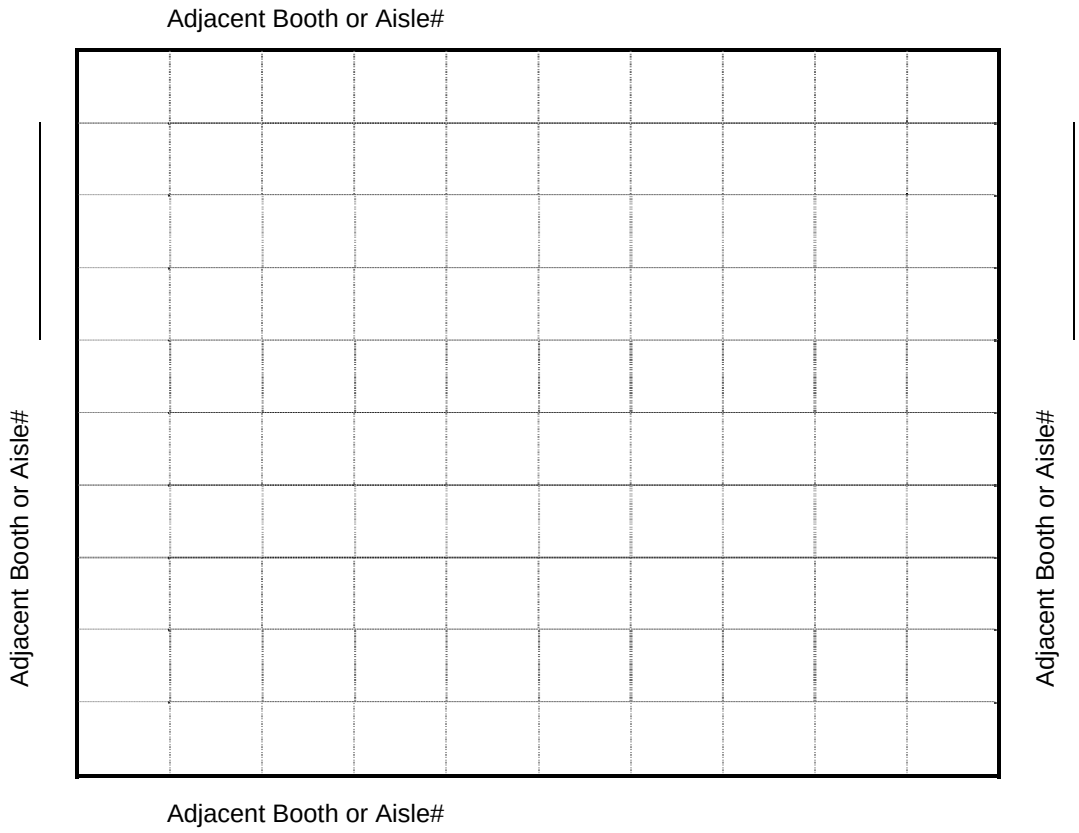
Email: _____ **Contact Phone #:** _____

Floor Plan – Communications Cable

Center: Orlando's OCCC (075) - FL
Show: 120th APA Annual Convention
Company Name:
Booth / Room #:
Customer / Ref #: 2012 - 075 - 341 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

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SmartCity

Internet / Networking Overview

A – Z Introduction to Services

Important! Smart City offers a wide variety of bandwidth options; please review to assure that the services you have selected will provide the required functionality for the application(s) you will be utilizing. Smart City provisions services using 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet protocols. IP Addresses are statically assigned. Throughput is measured in megabits per second (Mbps) and kilobits per seconds (Kbps). Customer's computers must be configured to accept Ethernet. Customer must have their own Electrical Power, Network Interface Card (NIC), Web browser and all other necessary computer equipment / programs. While Smart City supports POP3 and SMTP mail protocols, Smart City does not offer / provide POP3 or SMTP mail server(s) / email account(s).

Shared Services, which includes but are not limited to the **Shared EtherNAT**, **Shared Ethernet** and **Shared Wireless** services, do not allow Routers, Streaming Applications, Voice over IP (VoIP), Dynamic Host Configuration Protocol (DHCP), Network Address Translation (NAT) or Proxy Servers with the connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

Shared EtherNAT and **Shared Wireless** are entry level services that are good for surfing the web, showing and checking web based email. They use Static Private IP Addresses or Log-in and Password (with NAT addressing) to provide access to the Internet. The following is a partial list of the basic capabilities and limitations of these services:

Supported Services

- ❑ General web browsing: HTTP and HTTPS
- ❑ Outbound services originating from the center: FTP (file transfer), TFTP (file transfer), Telnet, POP3 mail and SMTP mail protocols
- ❑ Most outbound remote control applications such as PC Anywhere, Citrix, and Remote Desktop Protocol (RDP)
- ❑ Basic Instant Messaging

Limitations

- ❑ Any application or service that requires an outside Internet user to directly access an internal server or service such as a Web server or email server in the booth
- ❑ Virtual Private Networks (VPN) will probably not work and cannot be guaranteed or supported
- ❑ Inbound Simple Network Management Protocol (SNMP) connections will not work
- ❑ Inbound File Transfer Protocol (FTP) connections will not work
- ❑ Net Meeting will not work inbound or outbound
- ❑ Advanced features of Instant Messaging such as whiteboard sharing will not work
- ❑ Inbound remote access / control Applications such as PC Anywhere, Citrix, and Remote Desktop Service will not work
- ❑ No proxy servers or other NAT devices allowed. This includes Netgear and Linksys Cable / DSL routers. These devices will not function properly because the private IP addresses that we use will overlap with what are generally Linksys, Netgear and DLink

Custom Engineering

- **Dynamic Host Configuration Protocol (DHCP) –** Provides a mechanism for allocating IP addresses dynamically, so that addresses automatically can be reused when hosts no longer need them. This service requires special accommodation and configuration and must be arranged with Smart City in advance of the show.
- **LAN / WAN / VPN Construction –** Smart City can customize the network configuration you need to make your event a success. Networking booth-to-booth, to surrounding hotels, or to your home office Intranet? Call Smart City and let us design a network that fits your needs and your budget!
- **Network Address Translation (NAT) –** A method of connecting multiple computers to the Internet using one IP address. Allows customer(s) to have a private internal network separate from the Internet, but can receive information from it. NAT allows customer(s) to have multiple hosts on an internal network and use of the Internet via a single gateway connection. Automatically provides firewall style protection without any special setup by only allowing connections that originate on the inside of the network. This service requires special accommodation and configuration and must be arranged with Smart City in advance of the show.
- **Special Circuits –** Smart City can provision DS-3s, OC-3s, and larger circuits / bandwidth. Call for availability and pricing.
- **Virtual Local Area Network (VLAN) –** A means of configuring devices (PCs) so that they can communicate as if they were attached to the same wire, when in fact they are located on a number of different LAN segments. Because VLANs are based on logical instead of physical connections they are extremely flexible, provide security through utilizing virtual private networking, and can be used to connect remote locations.
- **Web Casting** – Live video or recorded videos from the Facility event to the website of choice.

Cyber Café – Computers in one or more areas allowing attendees and Facility customer(s) to browse the Internet and access to email.

Internet / Networking Overview

Dry Pair (Extended 3rd Party Circuits) – See "Special Line Services".

Hub Rental – 8 Port or 24 Port (10 / 100 Base - T) – Allows a 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet connection to be distributed for up to 7 other users (8 port hub) or 23 other users (24 port hub). Deposit required for rental. Customer is responsible for the return of the equipment.

NetDedicted Plus (Dedicated) (Public IP Address) (10 / 100 Base - T) – Smart City's NetDedicated Plus service provides up to 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to the backbone with dedicated Internet access of 3 Mbps. Connection programmed for 29 IP addresses / Devices. Additional IP addresses / Devices can be purchased. Best for Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers.

Patch Cable – Up to 50 foot Category 5 - Ethernet standard Category 5 cable terminated with the proper jacks on either end. The default termination is RJ45.

Shared EtherNAT – (Private IP Address) (10 / 100 Base - T) – Provides a shared entry level service that is ideal for basic web surfing and checking web based email. It is up to 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to the backbone with shared Internet access of up to 1.54 Mbps and greater. The actual maximum bandwidth available is dependent upon how many users are accessing the backbone simultaneously at any given time. EtherNAT uses private IP addresses. The private IP's all map to a single "real" public IP address. Connection comes with a single IP address. Additional IP addresses can be purchased and multiple computers can be connected to the network using this connection. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

Shared Ethernet – (Public IP Address) (10 / 100 Base - T) – Provides shared access to the Internet via a shared 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to the backbone with shared Internet access of up to 1.54 Mbps and greater. The actual maximum bandwidth available is dependent upon how many users are accessing the backbone simultaneously at any given time. Connection comes with a single IP address. Additional IP addresses can be purchased and multiple computers can be connected to the network using this connection. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for a quote.

Shared Wireless – See "Wireless Internet".

Special Line Services (Dry Pair - Extended 3rd Party Circuits) – Extension of a Customer's service(s) ordered from the local Telephone Co. or other Provider (e.g. Sprint, Bell Telephone, AT&T etc). The 3rd party provider will bring the circuit to the Facility Demarc and Smart City will be responsible for extending services to the Customer's booth. Customer must order a Dry Pair Extension from Smart City. This includes T-1, DS-3, OC-3, or any other special circuit not provided by Smart City. If utilizing an outside carrier for T-1s or other special circuits we need to have an installation date, the carrier name and contact, and the circuit ID# so we can identify and extend the proper circuit. Consult the Order Form for extension prices.

T-1 RapidData® Internet (Dedicated) (Public IP Address) (10 / 100 Base - T) – See "NetDedicated Plus service.

Wireless Internet (Shared Service) (Private IP Address) – Provides shared access to the Internet with up to 256 Kbps of throughput via a Wireless Local Area Network connection for a single connection to a single computer. This is an entry level service that is ideal for web surfing and checking web based email. Smart City's wireless network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / g network card or one of our rental bridge units (limited quantity of bridge units, please call for availability). The actual maximum bandwidth available is dependent upon how many users are accessing the wireless network simultaneously at any given time. Customer(s) will be issued a unique User ID and Password for each wireless connection ordered. Customer(s) cannot utilize a hub, router, or data switch to distribute to multiple computers with this service.

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does NOT recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations and product presentations we highly recommend Customers purchase hard wired services such as Shared Ethernet, Shared EtherNAT, Basic EtherNAT or Dedicated Bandwidth service. Due to the extensive coverage Smart City provides for the Facility, **NO** Customer provided wireless access points are authorized for use within the Facility without Smart City approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with our Shared Wireless service. **Wireless Access Points Not Authorized By Smart City Are Prohibited.** Smart City can engineer a custom dedicated wireless network(s) to accommodate special requests (WEP Key with 40 or 128 bit encryption, authentication, DHCP, etc). Please call for a quote.

experient™

Lead Management Order Form

American Psychological Association Annual Meeting 2012

August 2-5, 2012 • Orlando, FL

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AMERICAN PSYCHOLOGICAL ASSOCIATION

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and maximize the impact of your trade show participation.

Order online: https://exhibitorportal.experient-inc.com **Access Code: PEPFLH** **Final deadline to order prior to show 7/24/12**

Exhibiting Company: _____ Booth #: _____

Check if information is for: ❑ Exhibiting Company ❑ Third Party 3rd Party Company (if applicable): _____

Address: _____ Contact Name: _____

City: _____ Phone: _____ Fax: _____

State/Country: _____ Zip: _____ Email: _____

SELECT YOUR PREFERRED SYSTEM	on or before 5/24/12	from 5/25/12 to 7/4/12	after 7/4/12	number of units	TOTAL
NEW ***SWAP*** - Capture leads on your smart phone anywhere: in the booth, sessions, meetings, events, in the hallway, on the bus – onsite or offsite! Native apps available for iPhone, iPad, Android. Web mobile versions are available for all other internet ready phones. *All leads captured are consolidated in your SWAP Portal.*	**$475** - License and three activations **$129** - For each additional activation			_____ _____	$_____ $_____
Optium S400	$355	$385	$415	_____	$_____
Optium TS600 Survey Option: [ ] None [ ] Standard [ ] Custom	$425	$460	$495	_____	$_____
NEW ***SWAP Activations with Reader Purchase*** Complement the ability to capture leads on your **S400 or TS600** rental by ALSO enabling your staff to capture leads anytime, anywhere on their smart phones. *All leads captured are consolidated in your SWAP Portal.*	**$129** - For each activation **special pricing only available with the purchase of S400 or TS600**			_____	$_____
Optium RT1000 Survey Option: [ ] None [ ] Standard [ ] Custom	$470	$545	$575	_____	$_____
ExpoCard Connect Survey Option: [ ] None [ ] Standard [ ] Custom	$600	$650	$700	_____	$_____
Each additional ExpoCard Connect	$300	$350	$400	_____	$_____
				Sub-Total	$_____
				6.5% Sales Tax	$_____
				System Total	$_____

SEE NEXT PAGE FOR SYSTEM DESCRIPTIONS AND REQUIREMENTS

READER DELIVERY AVAILABLE FOR $125. CALL TO SET UP.

OPTIONS	on or before 5/24/12	from 5/25/12 to 7/4/12	after 7/4/12	number of units	TOTAL
Custom Survey for Optium S400	$125	$135	$150	_____	$_____
Peel and stick labels (Mailed post show)	$100	$100	$125	____	$_____
				Options Total	$_____

*** QUANTITY SHOULD MATCH THE NUMBER OF SYSTEM UNITS ORDERED ABOVE**

Order confirmation will be delivered via email.

Note: All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

Terms and Conditions:

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
- All orders cancelled prior to 30 days of the show will incur a $100 cancellation fee.
- Orders cancelled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. *Please call for exact quote.*

Preferred System & Options Total

$_____

Indicate payment method:

❑ **Check** *(Must be mailed with order; made payable to Experient)*

❑ **Visa** ❑ **MC** ❑ **AMEX** ❑ **DISCOVER**

Signature: _____

Card #: _____ Exp: _____/_____

Mail Orders to: *Experient* • 1888 North Market St. • Frederick, MD 21701

Fax Credit Card Orders to:

301.694.3286

For Assistance Contact Melissa Hopson

Call 866.221.7921 or 800.787.0475

Email: melissa.hopson@experient-inc.com

www.experient-inc.com

Showcode: APA121

Promo Code: ORD-KIT-NA

(Different from access code at top of page)

experient™

Lead Management Solutions

Don't let the dollars you spend on exhibiting go to waste!

SWAP™ is the latest in lead retrieval. Smart phone owners can download an application directly to their phones enabling them to capture leads anywhere: in the booth, sessions, meetings, events, in the hallway, on the bus, etc. Notes can be taken with each lead. Now lead retrieval is no longer limited to the show floor or by show hours.

All leads captured are consolidated in your SWAP Portal.

The Optium™ S400 is the new standard in lead retrieval. This compact, lightweight unit is designed to fit easily on any exhibit booth counter. This unit includes a paper printout, and leads are also instantly captured via an on-board USB drive which allows for quick and easy follow-up. The optional custom lead form printout makes lead qualification a snap. All contact and demographic information is safely backed up in its internal memory.

Requires electricity.

The Optium™ TS600 adds a full color touch screen with easy-to-use onscreen electronic qualification to the Optium product line. The TS600 includes a paper printout as well as an on-board USB drive to instantly capture leads and allow for quick and easy follow-up. Attendee demographic information and survey responses are safely backed up in its internal memory. Standard onscreen qualification is included. If custom questions are desired, please contact our Lead Management Specialist for the custom survey template.

Requires electricity.

The Optium™ RT1000 reader caters to exhibitors who require a mobile method for capturing information and instant access to that data. The RT1000 is a handheld wireless unit that immediately sends leads to a secure, password protected website. Lead follow-up can begin immediately and booth activity can be monitored, in real time, from remote locations. A color screen with a full QWERTY keyboard provides the ability to add custom notes and also allows for easy electronic qualification through a standard or customized survey. If custom questions are desired, please contact our Lead Management Specialist for the custom survey template.

Battery Powered – No electricity required.

ExpoCard™ Connect For exhibitors that want optimum customization and qualification using their laptop or PC, ExpoCard Connect gives exhibitors the option to use a standard set of key qualifiers or to fully customize an in-depth survey which they can use to qualify each booth visitor. Contact information can be quickly edited for accuracy and the large notes field provides for additional in-depth information capture. Each package includes software, a cable connector and badge reader. Laptops are not included but available under our "Full Service" option - call for details. Please indicate your desired survey level when placing your order. ExpoCard Connect runs off a USB stick and no software installation is required.

NOTE: *Not all products offered at all shows. For Assistance Call 866.221.7921 or 800.787.0475*
Fax Credit Card Orders to: 301.694.3286 Email: exhinfo@experient-inc.com

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

Significantly Increase Your Booth Traffic With

Pre-Show Promotions

American Psychological Association Annual Meeting 2012 • August 2-5, 2012 • Orlando, FL

Exhibiting Company: _____ Booth #: _____

Check if information is for: ❑ Exhibiting Company ❑ Third Party 3rd Party Company (if applicable): _____

Address: _____ Contact Name: _____

City: _____ Phone: _____ Fax: _____

State/Country: _____ Zip: _____ Email: _____

ORDER YOUR ATTENDEE LIST	TOTAL
❑ ***2011 Total attendees - $460*** (Shipped immediately upon receipt of prepaid order and contingent on data availability and quality control)	$_____
❑ ***2012 Pre-registered attendees - $350*** (Shipped beginning 7/6/12 or thereafter upon receipt of prepaid order and contingent on data availability and quality control)	$_____
❑ ***2012 Post-show attendee list - $600*** (Shipped 2-3 business days after show close, upon receipt of prepaid order and contingent on data availability and quality control)	$_____

Select a Format:

❑ **Mailing Labels** - Pressure-sensitive (Peel & Stick)

❑ **Email** - Please indicate ❑ Excel ❑ Delimited

Sub-Total	$_____
6.5% Sales Tax	$_____
Total	$_____
Shipping	$ 20
Total with Shipping	$_____

Indicate payment method:

Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form. Data Sales and Mailing Services orders are non-refundable after the order is processed.

❑ **Check** *(Must be mailed with order; made payable to Experient)*

❑ **Visa** ❑ **MC** ❑ **AMEX** ❑ **DISCOVER**

Fax Credit Card Orders to:
301.694.3549

Signature: _____

Card #: _____ Exp: _____/_____/_____

Make checks payable and mail to:

Experient
1888 North Market Street • Frederick, Maryland 21701 • *fax 301.694.3549*
Please call Melissa Hopson your marketing representative at 866.221.7921
or email at melissa.hopson@experient-inc.com.

experient™

Showcode: APA121 Promo Code: ORD-KIT-NA

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

Significantly Increase your Post-Show Sales Opportunities With Follow-Up Promotions

American Psychological Association Annual Meeting 2012 • August 2-5, 2012 • Orlando, FL

Exhibiting Company: _____ Booth #: _____

Check if information is for: ❑ Exhibiting Company ❑ Third Party 3rd Party Company (if applicable): _____

Address: _____ Contact Name: _____

City: _____ Phone: _____ Fax: _____

State/Country: _____ Zip: _____ Email: _____

ORDER YOUR ATTENDEE LIST	TOTAL
❑ ***Post-show attendee list - $600*** (Shipped 2-3 business days after show close, upon receipt of prepaid order and contingent on data availability and quality control)	$_____

Select a Format:

❑ **Mailing Labels** - Pressure-sensitive (Peel & Stick)

❑ **Email** - Please indicate ❑ Excel ❑ Delimited

Sub-Total	$_____
6.5% Sales Tax	$_____
Total	$_____
Shipping	$ 20
Total with Shipping	$_____

Indicate payment method:

Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form. Data Sales and Mailing Services orders are non-refundable after the order is processed.

❑ **Check** *(Must be mailed with order; made payable to Experient)*

❑ **Visa** ❑ **MC** ❑ **AMEX** ❑ **DISCOVER**

Fax Credit Card Orders to:
301.694.3549

Signature: _____

Card #: _____ Exp: _____/_____/_____

Make checks payable and mail to:

Experient
1888 North Market Street • Frederick, Maryland 21701 • *fax 301.694.3549*
Please call Melissa Hopson your marketing representative at 866.221.7921
or email at melissa.hopson@experient-inc.com.

experient™

Showcode: APA121 Promo Code: ORD-KIT-NA

FREEMAN

PROUD TO SERVE AS YOUR
OFFICIAL AUDIO VISUAL PROVIDER:

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

American Psychological Association
2012 Annual Convention
August 2-5, 2012
Orange County Convention Center
Orlando, Fl

Exhibiting Company Name | Third Party if Applicable

Booth Number

Company Address

City | State / Province & Country | Zip Code

Print Name | Signature

Phone | Fax

E-mail

On-site Contact | On-site Contact Cell

Method of Payment:

- ☐ MasterCard
- ☐ Visa
- ☐ American Express
- ☐ Check (Must be in U.S. funds)
- ☐ Bank Transfer (Call for informatic..,
- ☐ Key Account

Note: Customers are responsible for any bank processing fees. Your signature denotes acceptance of Freeman's terms and conditions.

Credit Card # | Exp. Date

Card Holder Name (Print) | Signature

*For your convenience, we will use this authorization to charge your credit card account for your advanced and on site orders placed by your representative. These charges may include all Freeman companies, or any charges which Freeman may be obligated to pay on behalf of the Exhibitor, including without limitation, any shipping charges.

Cancellation Policy: Cancellation of equipment rental and services must be received a minimum of 7 days prior to the show opening to avoid a minimum one day charge on equipment. If equipment and services have already been provided at the time of cancellation, a handling charge and minimum one day charge on equipment will be applied.

Quick Tips:

- •All payments must be made in advance in U.S. funds.
- •Electrical Services are not included in equipment pricing.
- •A representative must be in your booth to sign for delivery of equipment, unless advance arrangements have been made.

Project: 16-273558

EARLY ORDER DEADLINE:
JULY 12, 2012

POPULAR AUDIO VISUAL PACKAGES

DESCRIPTION	QTY.	SHOW RATE*	TOTAL
24" LCD (1080P, 16:9, High Def.), Single Post Stand and DVD Player.		@ $	
42" Flat Screen (16:9, High Def.), Dual Post Stand and DVD Player.		@ $	
Large High Performance P.A. System (2 Lg. Speakers, 1 Mixer/Amp), Wired Mic. with stand.		@ $	
***Special Show Package!** — 50" Flat Screen with Speakers, Dual Post Stand, Blu-Ray or DVD Player, Large High Performance P.A. System and Wired Mic w/ Stand		@ $	

A LA CARTE EQUIPMENT

DESCRIPTION	QTY.	SHOW RATE*	TOTAL
20" LCD Flat Screen Monitor (4:3) (DATA ONLY)		@ $	
24" LCD with Speakers & Table Top Stand (1080P, 16:9, High Def, DVI or HDMI input)		@ $	
32" LCD with Speakers & Table Top Stand (720P, 16:9, High Def, DVI input)		@ $	
42" Flat Screen Display with Speakers or Table Top Stand (720P, 16:9, High Def)		@ $	
46" LCD with Speakers or Table Top Stand (1080P, 16:9, High Def, HDMI input)		@ $	
50" Flat Screen with Speakers or Table Top Stand (720P, 16:9, High Def, DVI input)		@ $	
60" Flat Screen with Speakers or Table Top Stand (720P,16:9, High Def, DVI input)		@ $	
65" Flat Screen Display with Speakers (1080P, 16:9, High Definition, DVI or HDMI inputs)		@ $	
Single Post Stand with Shelf (Accommodates Flat Screens 30" and Smaller)		@ $	
Dual Post Stand with Shelf (Accommodates Flat Screens 32" - 65")		@ $	
DVD Player with auto repeat (Consumer Grade)		@ $	
Blu-ray DVD Player with auto repeat		@ $	
Small High Performance PA System (2 Small Speakers, 1 Mixer/Amp)		@ $	
Wireless Microphone Select one: ☐ HANDHELD -or- ☐ HEADSET		@ $	
Anchor AN1000 Powered Speaker with Stand		@ $	
Desktop Computer with Monitor (3.2GHz or faster)		@ $	
Laptop Computer (Core 2 Duo/2GHz/512MB RAM/DVD/Win XP)		@ $	
HP Laser Printer (40 PPM)		@ $	
Quoted Equipment		@ $	

Additional equipment/accessories available upon request.
Contact us at: 407-816-1005 for a quote or additional labor needed.

CONTACT YOUR FREEMAN REPRESENTATIVE:
GLADYS NELSON

2616 Commerce Park Dr, Ste 600
Orlando, FL 32819
(P) 407-816-1005
(F) 469-621-5605

Visit us at: www.freemanco.com
E-Mail: **gladys.nelson@freemanco.com**

30% PRICE INCREASE FOR ORDERS RECEIVED AFTER JULY 12, 2012

Equipment Subtotal.....= _____
Add calculated Equipment Tax: ____ % .....= _____
Handling Charge Includes delivery, set up, and dismantle:
% of equipment subtotal for orders and under (min)....= _____
***For orders exceeding $3000, please contact Gladys Nelson*
Add calculated Local Tax: ____ %.....= _____
Total Charges.....= _____

FREEMAN

TERMS & CONDITIONS

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between Freeman and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH FREEMAN.

DEFINITIONS

For purposes of this Contract, "Freeman" means Freeman Decorating Services, Inc. ("FDSI"), Freeman Decorating Ltd. Freeman Audio Visual Solutions, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractors ("EAC").

PAYMENT TERMS

Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional After Deadline charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of Freeman except where specifically identified as a sale. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include labor, delivery, electrical services or removal of the equipment from the booth. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to Freeman's property. Exhibitor will notify Freeman immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Prestige Carpet, Custom-Cut Carpet, Modular Rental Exhibits, Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond Freeman's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. Freeman will not issue refunds to Exhibitor of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the Freeman Service Center Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. If Exhibitor is exempt from payment of sales tax, Freeman requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless Exhibitor is rebilling these charges to its customers. For International Exhibitors, Freeman requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Dallas, Texas upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by Freeman shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. In the event of any dispute between the Exhibitor and Freeman relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to Freeman for its services, as an offset against the amount of any alleged loss or damage. Freeman reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that Freeman may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, Freeman hereby provides notice that it reserves the right, and Exhibitor authorizes Freeman, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in Freeman's possession to the extent of any outstanding obligations owed to Freeman by Exhibitor.

LABOR UNDER SUPERVISION OF EXHIBITOR : Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to supervise labor secured through Freeman in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with Freeman's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed. **INDEMNIFICATION:** Exhibitor agrees to indemnify, hold harmless, and defend Freeman from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed by labor provided by Freeman but supervised by Exhibitor. Further, the Exhibitor's indemnification of Freeman includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by Freeman to work in a manner that violates any of the above rules, regulations, and/or ordinances.

FLORAL EXPO
FLORAL EXPOSITIONS INC

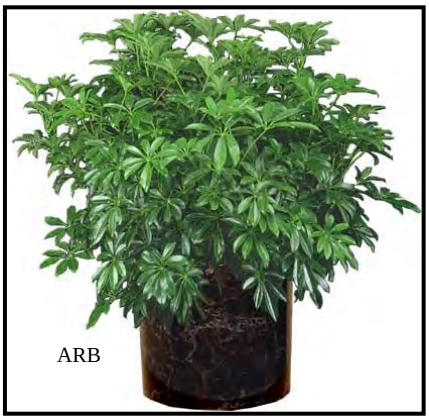
APA 2012
American Psychological Association
02-05 AUGUST | ORLANDO

FLORAL EXPOSITIONS

2100 Premier Row Orlando, FL 32809 Email: orders@floralexpo.net
Phone: 407-855-0339 Fax: 407-855-0242

PROFESSIONAL FLORAL (A TO Z): ORDER ON PAGE 4

GREEEN PLANTS 3FT – 8FT: ORDER ON PAGE 4


ARB

RUBBER

PEACELILLY

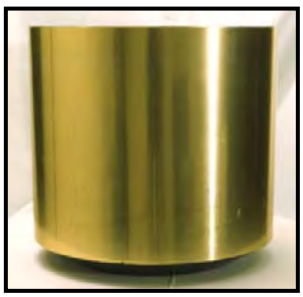
CROTON

ARECA PALM

BAMBOO PALM

FICUS TREE

UPGRADED CONTAINER SELECTION: ORDER ON PAGE 4



BLOOMING, FERNS, IVY & POTHOS: ORDER ON PAGE 4

SPECIALTY DESIGNS (A to K): ORDER ON PAGE 4

PROFESSIONAL FLORAL	Option (A to Z)	Cost	Quantity	Total
Fresh Floral (A thru Z)				
Fresh Floral (A thru Z)				
Customized Fresh Floral Arrangement	Color: Height: Width:			
Clear Bubble Bowl	8" For Business Cards	$30.00		

Customized floral arrangements for hospitality suites, luncheons and banquets available.

GREEN PLANTS		Cost	Quantity	Total
3 Foot Green Plant		$39.00		
4 Foot Green Plant		$49.00		
5 Foot Green Plant		$59.00		
6 Foot Green Plant		$69.00		
7 – 8 Foot		$16.00/ft		

Standard containers come with all plant orders. Indicate preference: **Black**_____ **White**_____

Please Call for Specialty Requirements on Topiaries, Exterior Plants, Large Trees, Andonidia Palms and More

UPGRADED CONTAINER SELECTION

TOTAL	

Dark Wicker_____ **Green Marble**_____ **Mahogany Marble**_____ **Black Marble**_____
White Marble_____ **Brushed Brass**_____ **Brushed Chrome**_____

***Small - $5**_____ (Blooming Plants) ***Medium - $10** _____ (3 to 4 Ft. Plants) ***Large - $15**_____ (5 to 6 Ft. Plants)

Black Urns - *Small -$15___ (11"∅/15"Tall) ***Medium -$20**____(14"∅/18"Tall) ***Large -$25** ____ (19"∅/22"Tall)

Marble Pedestal - $125 Green _____ Mahogany_____ Black_____ White_____

BLOOMING, FERNS, IVY & POTHOS	Color/Type	Cost	Quantity	Total
	Fern_____ Ivy_____ Pothos_____	$35.00		
Azaleas	Red_____ White_____ Pink_____	$33.00		
Bromeliads	Red_____ Orange_____ Yellow_____	$33.00		
Mums	Yellow___ White___ Lavender___ Bronze___	$22.00		
Seasonal Blooming	Available Upon Request	Please Call		

SPECIALTY DESIGNS	(A thru K)	Cost	Quantity	Total
Planted Gardens				
Planted Gardens				
Planted Gardens				

TOTAL:	
ADD 6.5% SALES TAX	
GRAND TOTAL:	

RETURN THIS ORDER FORM WITH YOUR PAYMENT TO FLORAL EXPOSITIONS INC.

SHOW NAME: _____ LOCATION: _____
SHOW DATES: _____ BOOTH#: _____BOOTH REPRESENTATIVE: _____
COMPANY_____ ONSITE PHONE#: ( ) _____ - _____
CC BILLING ADDRESS: _____CITY: _____STATE: _____
ZIP CODE#: _____ AUTHORIZED SIGNATURE: _____
PAYMENT ENCLOSED: Check: _____ CC: _____ EMAIL ADDRESS: _____
Credit Card#: _____ Expiration Date: _____
Name of Credit Card Holder: _____ Security Code (CVV)#: _____

*If tax exempt, you must include your tax-exempt form for the state in which the show is being held.

EXHIBITOR - PLEASE RETAIN A PHOTOCOPY FOR YOUR FILES

CALL US AT 407-855-0339 or FAX US AT 407-855-0242 or EMAIL US AT orders@floralexpo.net

We will happily discuss and price your ideas or offer suggestions for unique, distinctive decorating.
_____Enclosed is a photo or layout of our booth. Please have a designer contact me.
_____Please have a designer see us at our booth.
Date/Time_____ Representative_____

RENTAL POLICIES
- All materials and plants available on a rental basis only.
- Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.
- All prices include: delivery, installation, servicing, top dressing, decorative containers, and removal at end of show.
- The availability of some items is subject to season and geography.
- Some specialty items must be ordered in advance to assure availability.

PAYMENT POLICIES
- Checks need to be drawn from a U.S. bank.
- All orders must be paid in full in U.S. currency prior to show date.
- Adjustments cannot be made after the close of the show.

Centerplate

Catering Menu

CENTERPLATE AT THE
ORANGE COUNTY CONVENTION CENTER

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

Centerplate

We believe that events should be extraordinary experiences…
and so should creating them.

Thank you for selecting the Orange County Convention Center and Centerplate for your event. Executive Chef James Katurakes and the Centerplate Culinary Leadership Network have assembled the following menus to stimulate your thoughts and taste buds. Chef Katurakes and his team of culinarians welcome the opportunity to design a menu to fit your event's demographics and budget.

Please contact your catering sales manager to begin the process. We look forward to executing extraordinary experiences on your behalf.

Thank you for your business.

Orange
County
Convention
Center

2012 ANNUAL CONVENTION
OFFICIAL CONTRACTOR
AMERICAN PSYCHOLOGICAL ASSOCIATION

A La Carte

COFFEE AND BEVERAGE SERVICE

Freshly Brewed Premium Coffee, Decaffeinated Coffee, or Selection of Hot Teas $49
By the gallon
Includes sugar, sugar substitute and creamers

VIP Freshly Brewed Premium Coffee, Decaffeinated Coffee, or Selection of Hot Teas $52
By the gallon
Includes sugar, sugar substitute, creamers, chocolate shavings, sugar sticks, honey and fresh whipped cream

Freshly Brewed Elida Estate Coffee, Hill of Beans Blend Decaffeinated Coffee, or Selection of Hot Teas $56
By the gallon
Includes sugar, sugar substitute, creamers, chocolate shavings, sugar sticks, honey and fresh whipped cream

Milk $2.00
By the individual carton – Whole, 2% and Skim

Milk (Hormone Free OU) $2.50
By the pint

Assorted Fruit Juices $3.75 (on consumption)
By the individual bottle

Fresh Squeezed Florida Orange Juice $45
By the gallon

Fresh Squeezed Florida Grapefruit Juice $45
By the gallon

Tropical Fruit Punch $38
By the gallon

Lemonade $38
By the gallon

COFFEE AND BEVERAGE SERVICE (continued)

Freshly Brewed Iced Tea $38
By the gallon

Southern Sweet Tea $38
By the gallon

Hot Chocolate $41
By the gallon

Assorted Sodas, Including Diet $3 each (on consumption)

Bottled Spring Water $3 each (on consumption)

Sparkling Mineral Waters $3.50 each (on consumption)

Spring Water Cooler Rental $200

Water Oasis Ceramic Crock Rental $55

Spring Water $38.50
Five Gallon Container

Gatorade® $4 each

Red Bull® Energy Drink $6 each

Starbucks® Frappuccino $6 each

FROM THE BAKERY

Fresh Baked Goods by the dozen $42
Assorted Muffin Tops
Assorted Danish
Assorted Muffins
Assorted Scones
Assorted Croissants
Assorted Bagels with cream cheese, butter, and preserves

Assorted Sliced Breakfast Breads $30
By the loaf (10 slices)

Fresh Baked Vegetable Biscuits $38
By the dozen
With butter, preserves and honey

Freshly Baked Pan Dulces $38
By the dozen

Assorted Doughnuts $28
By the dozen

Freshly Baked Assorted Gourmet Cookies $36
By the dozen

Double Fudge Brownies $32
By the dozen

Freshly Baked Fruitizzas $48
By the pie (12 slices)

Mini Picasso Brownies $36
By the dozen

Pecan Diamonds $40
By the dozen

Assorted Tropical Fruit Coconut Patties $48
By the dozen

FROM THE BAKERY (continued)

Gourmet Cupcakes $34
By the dozen – minimum of one dozen for each flavor
Carrot raisin and walnuts with vanilla icing
Red velvet with cream cheese icing
Picasso with chocolate chunks, chocolate fudge, mini marshmallows and chocolate shavings
Banana nut cream with chocolate icing
Berries and cream with vanilla icing

Petite Gourmet French Pastries $46
By the dozen

White, Milk and Dark Chocolate Covered Strawberries $46
By the dozen

Picasso Chocolate Long Stem Strawberries $58
By the dozen

Half Sheet Cake* $160
50 slices approximately
Choice of fruit or cream filling

Full Sheet Cake* $290
100 slices approximately
Choice of fruit or cream filling

** Custom artwork available upon request.*
Please speak to your Catering Sales Representative.

FROM THE PANTRY

Sliced Seasonal Fruits & Berries $6 per person
With honey yogurt dipping sauce

Whole Fresh Fruit $2.75 each

Individual Assorted Fruit Yogurt $3.75 each

Assorted Cold Cereals $5.25 each
With Whole, 2% and Skim Milk

Granola Bars $2.75 each

Kellogg's® Nutri-Grain Bars $3 each

Linzer Premium Fruit and Nut Bars $32
By the dozen

Trail Mix $3.75 each
Individual size bag

Cracker Jacks® $3.25 each
Individual size bag

Popcorn $3.75 each
Individual size bag

Pretzels, Potato Chips, Corn Chips and Doritos $2.25 each
Individual size bag

Plantain Chips $3.25 each
Individual size bag

Tortilla Chips $5 per person
With zesty salsa and guacamole

Potato Chips and Dip $3.50 per person
Please select one from the following options:
Dill Sour Cream Dip, Old Fashioned French Onion Dip, and Creamy Ranch Sour Cream Dip

Honey Roasted Peanuts $18.50
By the pound

Crunchy Pretzel Twists $11.75
By the pound

Giant Soft Pretzels with Mustard or Nacho Cheese Sauce $42
By the dozen

FROM THE PANTRY (continued)

Caribbean Snack Mix $15
By the pound

Traditional or Spicy Chex® Snack Mix $15
By the pound

Roasted Gourmet Cocktail Nuts $20.25
By the pound

Bulk Candy $38
By the pound

Full Size Candy Bars $3.75 each

Ice Cream Novelties $3.50 each

Haagen-Dazs® and Dove® Brand Ice Cream Novelties $5.50 each

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Breaks

BREAK SERVICE

Breaks are designed for a time frame of 30 minutes.
Minimum of 25 guests.

Citrus Break $9.50 per person
Bountiful baskets of seasonal whole fresh fruits
Key lime cheesecake bars
Lemon bars and orange glazed sugar cookies
Lemon Head candies

Death by Chocolate Break $10.75 per person
Chocolate dipped Oreo cookies, pretzel rods, strawberries, and peanuts
Double fudge brownies and double chocolate chip cookies

Snack Attack Break $11 per person
Sweet & salty trail mix
Ruffled potato chips
Crunchy pretzel twists and Goldfish
Assorted fresh baked cookies, Rice Krispies treats and M&M® candies

Power Break $12 per person
A selection of whole grain and oat muffins,
Vegetable breads and assorted dried fruits
Energy and low-carb bars
Whole seasonal fresh fruit

Harvest Break $13.50 per person
Grilled local vegetable antipasto display, herb marinated olives and roasted peppers
Gourmet cheese board with regional favorites
Toasted specialty flat breads and lavosh crackers
Sofrito vinaigrette hummus with tortilla chips

Ball Park Break $11 per person
Gourmet soft pretzels with mustard
Mini hot dogs
Individual bags of dry roasted peanuts and popcorn

Health Break $9 per person
Individual low fat yogurts
Bananas and apples
Trail mix and granola bars

Morning Refresher Break $9.50 per person
Assorted muffin tops, glazed donuts, bear claws and rugalach
Fruit kabobs with yogurt sauce

BREAK SERVICE (continued)

Nostalgic Candy Break $9.00 per person
Good & Plenty, Hot Tamales, Swedish Fish, Raisinets, Goobers, Jaw Breakers, Dum Dum Lollipops and Malt Balls

Farm Stand Fruit and Vegetable Break $16 per person
Fresh vegetable crudités display with herb ranch dip
Sliced seasonal fresh fruits with honey yogurt dip
Baked herb crostini and flat bread crackers
Cheddar and Brie cheese wheels

South Florida Spice Break $12 per person
Mojo spiced gourmet nuts
Crispy fried plantain chips with spicy Caribbean black bean dip
Chipotle spiced mango salsa with fried tortilla chips
Toasted crostini with habanera, grilled corn salsa

Milk and Cookies Break $11 per person
Whole fresh fruit basket
Freshly baked chocolate chip, oatmeal, peanut butter and sugar cookies
Individual pints of whole milk, chocolate milk and non-fat milk

Country Fair Break $11.50 per person
Plain, cheddar and caramel flavored popcorn
Roasted mixed nuts
Soft jumbo pretzels with mustard and hot cheese sauce
Freshly baked brownies, blondies and fruit bars

Eye Opener Energy Break $8 per person
Whole fresh fruit basket
Individual fruit yogurts
Assorted dried fruits
Healthy granola mix in individual bags

Fruit and Cheese Break $8.50 per person
Whole fresh fruit basket
Assorted regional and imported cheeses with fruit garnish
Gourmet crackers, crostini and flat breads

Requests for break services in excess of 30 minutes will result in an additional per person charge.

A $75.00 charge will be applied for service less than 25 guests.

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Breakfast

CONTINENTAL BREAKFAST

Day Break Continental Breakfast $15.50 per person
Assorted fruit juices
Freshly baked breakfast pastries, muffins and bagels
Butter, preserves and cream cheese
Freshly brewed coffee, decaffeinated coffee and hot tea selections

Sunrise Continental Breakfast $17.75 per person
Assorted fruit juices
Sliced fresh fruit display
Freshly baked breakfast pastries, muffins and bagels
Butter, preserves and cream cheese
Freshly brewed coffee, decaffeinated coffee and hot tea selections

Healthy Start Continental $19.50 per person
Assorted fresh fruit and vegetable juices
Seasonal fresh fruits and berries with non-fat yogurt and toasted granola
Whole grain muffins with margarine and fruit preserves
Fresh brewed coffee, decaffeinated coffee and hot tea selections

The Park Avenue Continental $21.50 per person
Fresh-squeezed orange and grapefruit juice
Mini fresh fruit yogurt parfait and fresh fruit martini
Mini gourmet breakfast muffins and tropical fruitizzas
Fresh bagels with cream cheese and thinly sliced smoked salmon served with tomatoes, onion, capers and cream cheese
Freshly Brewed Coffee, decaffeinated coffee and hot tea selections

WARM ADDITIONS

French Toast Sandwich $5.50 each
Scrambled eggs, pork sausage and Cheddar cheese

Flaky Croissant Sandwich $6.50 each
Scrambled eggs, ham and Cheddar cheese

Buttermilk Biscuit Sandwich $4.50 each
Scrambled eggs, sausage and Cheddar cheese

English Muffin Breakfast Sandwich $4.50 each
Scrambled eggs, sausage and American cheese

Breakfast Burrito $5.50 each
Fluffy scrambled eggs with chorizo and Monterey Jack Cheese
in a grilled flour tortilla with salsa fresca

Frittata $6.50 each
Feta, spinach and sweet onions
Mushrooms, peppers, onions and cheddar cheese

Organic Breakfast Frittata $8.50 each
Open-faced omelet made with organic eggs with diced vegetables
and cheddar cheese

Fluffy Fresh Scrambled Eggs $3.50
With diced bell pepper and tomato confetti

For additional enhancements, please see our A La Carte section of the menu.

BREAKFAST BUFFET SELECTIONS

Minimum of 25 guests.

Central Florida Breakfast Buffet $22.50 per person
Assorted fresh fruit juices
Sliced seasonal fresh fruit and citrus sections
Freshly baked muffins, croissants and breakfast Danish
with butter, preserves and seasonal Florida honey
Fluffy scrambled eggs with sweet onions and herbs
Sautéed breakfast potatoes with charred sweet peppers
Smoked bacon strips and sausage links
Freshly brewed coffee, decaffeinated coffee and herbal tea

Tangelo Park Breakfast Buffet $23.50 per person
Assorted fresh fruit juices
Sliced seasonal fresh fruit and berries
Pecan sticky buns and glazed cinnamon rolls
Fluffy scrambled eggs
Country ham steaks and smoked turkey sausage kielbasa
Warm vegetable biscuits with Southern-style gravy
Home fried potatoes
Freshly brewed coffee, decaffeinated coffee and herbal tea

Dr. Phillips Breakfast Buffet $27.50 per person
Seasonal fresh fruit and berries
Fresh squeezed south Florida citrus juices
Fresh bagels and flavored cream cheeses
Smoked salmon with tomatoes, capers, onions and cream cheese
Fluffy scrambled eggs
Roasted chicken apple sausage
Corned beef hash
Crispy breakfast potatoes
Freshly brewed coffee, decaffeinated coffee and herbal tea

Winter Park Breakfast Buffet $27.50 per person
Orange, apple and cranberry juice
Authentic New York bagels, muffins and croissants
Sweet butter, Philadelphia cream cheese, assorted jams and preserves
Thick sliced French toast with warm maple syrup, berry compote and
whipped butter
Scrambled eggs with chives
Breakfast sausage
Signature red potato, home fried, with peppers and onions
Freshly brewed coffee, decaffeinated coffee and herbal tea

A $75.00 charge will be applied for buffet orders less than 25 guests.

BREAKFAST BUFFET SELECTIONS (continued)

South Florida Sunrise Breakfast Buffet $36 per person*
Tropical fruit juices
Tropical fresh fruit kabob with coconut cream
Yogurt and fruit shooters
Assorted Danish
Fluffy scrambled eggs
Omelets-to-order with roasted green chili and tomatillo sauce
Chili spiced pork loin medallions with stewed black beans and cilantro
Spicy chorizo and potato hash casserole
Freshly brewed coffee, decaffeinated coffee and herbal tea

ADD TO YOUR BREAKFAST BUFFET

Each station accommodates 25 guests

Individual Cheese Omelets $7 per person
Mushroom, cheddar cheese and ham
Feta cheese with spinach and sweet onions
Bell pepper, tomato, onions and cheddar cheese

"Down-Home" Southern Style $6 per person
Sausage gravy with fresh baked biscuits, cheddar cheese, grits, chopped bacon, sage pork sausage patty and hot sauce bar

Oatmeal and Grits $6.50 per person
With butter, brown sugar, seasonal Florida honey, dried pineapple, dried apples, cranberries, apricots, papaya, cinnamon and golden raisins

Smoked Salmon with Bagels $12.50 per person
With cream cheese, grated hard-boiled eggs, thin sliced red onions, chopped parsley, sliced vine-ripened tomatoes, capers and a selection of bakery fresh bagels

Omelet and Egg Station $8.50 per person*
Prepared to order with mushrooms, peppers, onions, tomatoes, grated cheese, baby spinach and diced ham
(Egg substitute available at additional charge)

Gourmet Belgian Waffle Station $8 per person*
Thick Belgian waffles served with maple syrup, whipped cream, honey butter and fresh seasonal berries

** Required Chef Attendants are provided for a fee of $225 per chef.*
For additional enhancements, please see our A La Carte section of the menu.

PLATED BREAKFAST

Minimum of 25 guests.

All plated breakfasts include fresh fruit cup appetizer, fresh squeezed Florida orange juice, freshly baked breakfast pastries with butter and preserves, freshly brewed coffee, decaffeinated coffee and herbal tea

Traditional American Breakfast $22.50 per person
Fluffy scrambled eggs
Hash brown potatoes
Choice of Applewood smoked bacon or savory sausage links

Smoked Salmon Platter $18.50 per person
Fresh strawberries and Florida citrus
Sliced smoked Salmon with cream cheese, grated hard-boiled eggs, red onions, parsley, vine-ripened tomatoes, capers and grilled asparagus
Warm bagels served with butter, preserves and cream cheese

Caramelized Peach French Toast $21 per person
Thick sliced bread dipped in egg batter and peach glaze
Served with grilled chicken, apple sausage and fruit kabob skewer

Banana Walnut Pancakes $21 per person
Freshly prepared pancakes with walnuts, whipped cinnamon honey butter and warm maple syrup
Applewood smoked bacon

Scrambled Eggs Quesadillas $20.50 per person
Grilled tortillas filled with fluffy scrambled eggs, green chili, scallions, stewed black beans and chorizo
Served with chili roasted papas criolla, salsa fresca and sour cream

Grilled Steak and Eggs $26.50 per person
Grilled marinated sirloin of beef with scrambled eggs,
Lyonnaise potatoes
Herbed tomato with cheese and leek gratin

Mushroom and Spinach Frittata $21 per person
Eggs with herbed feta cheese, grilled mushrooms and spinach
Roasted baby red potatoes

Organic Frittata $22 per person
Organic scrambled eggs with grilled chicken, spinach, roasted tomatoes, peppers, jalapeños and cheddar cheese
Three potato hash

PLATED BREAKFAST (continued)

Orange Sunshine $27 per person
Fluffy scrambled eggs
Country ham and thick sliced bacon
French toast bread pudding with warm Georgia peach compote
Trio breakfast hash browns

South Beach Stratta $29 per person
Scrambled eggs, tomato, peppers, chorizo and cheddar cheese wrapped in a puff cheese pastry
Three potato hash
Grilled roma tomatoes and mini peppers
Ahi lime hollandaise

Central Florida Frittata $26 per person
Florida frittata filled with potatoes, peppers, onions and cheddar cheese
Chorizo link and thick sliced bacon
Lyonnaise potatoes with caramelized onion
Roasted tomato pepper cream

A $75.00 charge will be applied for less than 25 guests.

Custom options available upon request.
For additional enhancements, please see our A La Carte section of the menu.

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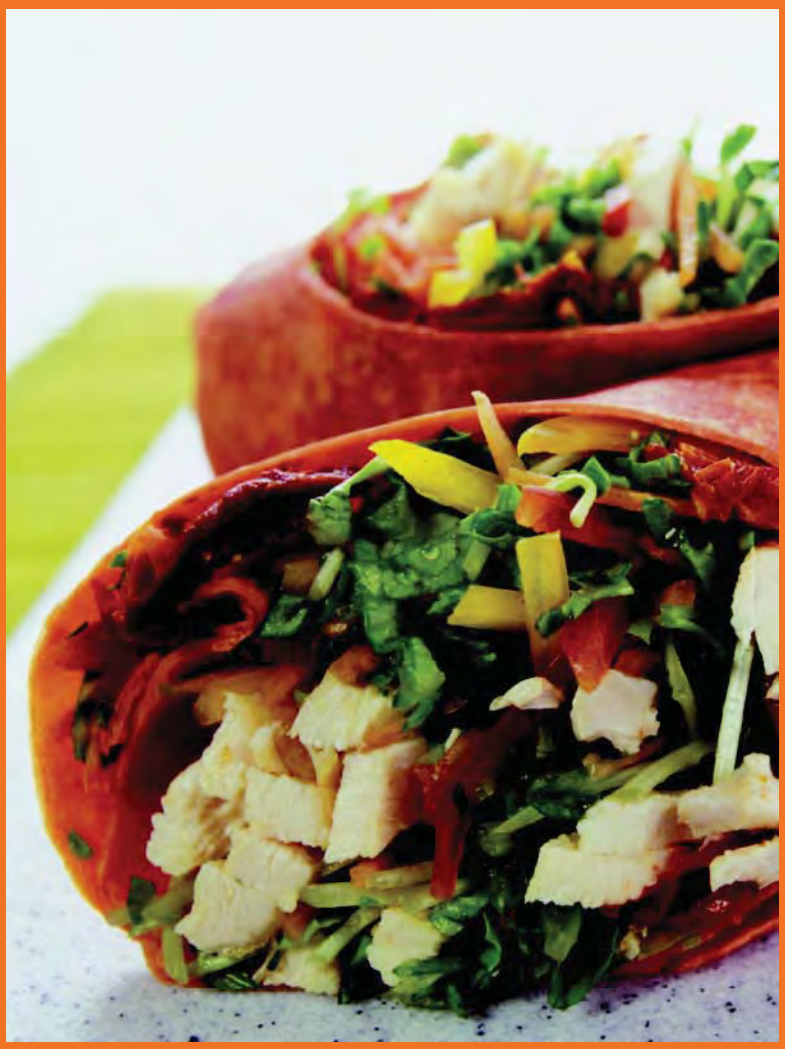
Lunch



BOX LUNCHES

TRADITIONAL BOX LUNCH $19.75 per person
CHOICE OF SANDWICH ON A FRENCH BAGUETTE:
•Turkey and Swiss Cheese
•Roast Beef and Cheddar Cheese
•Ham and Cheddar Cheese
•Grilled Vegetables
Served with individual bag of potato chips and chocolate chip cookie

GOURMET WRAP BOX LUNCH $21 per person
SELECTION OF GOURMET WRAP SANDWICH:
•Southwest Roast Beef with grilled peppers
•Grilled Turkey with pesto
•Grilled Vegetables
Served with gourmet potato chips, pasta salad, and gourmet brownie

GOURMET SALAD BOX LUNCH $21 per person
SELECTION OF GOURMET SALAD:
• Barbeque Chicken on mixed greens with black beans, onions, bell peppers, and tomatoes with ranch and barbeque dressing
• Chicken Caesar with cornbread croutons and key lime Caesar dressing
Served with gourmet potato chips and gourmet brownie

PREMIUM BOX LUNCH $22 per person
SELECTION OF PREMIUM SANDWICH:
• Thumann's® Turkey and Swiss on pumpernickel rye roll
• Thumann's® Roasted Beef with Boursin® cheese and onion marmalade on a kaiser roll
• Salami, capicola, ham, and pepperoni with provolone cheese on Italian ficelle
• Tomato, mozzarella, basil, and olive oil on a baguette
Served with individual bag of chips, whole fruit, chocolate chunk cookie, and dill pickle

CHILLED PLATED LUNCHES

Chilled plated lunch entrees include hearth baked rolls and butter, dessert, freshly brewed coffee, decaffeinated coffee, hot tea and iced tea.

ENTREES

Please select <u>one</u> from the following:

Chef Deli Salad $23 per person
Mixed baby greens topped with smoked cheddar cheese, aged baby Swiss, roasted pepper beef, smoked turkey breast, black olives, hard-boiled eggs, fire roasted peppers, grilled zucchini, portabella mushrooms, vine-ripened tomatoes, bowtie pasta salad and melon spears, served with a selection of dressings

Mediterranean Grilled Vegetable Salad $24 per person
Grilled, marinated garden vegetables with hearts of romaine lettuce, angel hair carrots, herb-marinated olives, grape tomatoes, gorgonzola cheese, crispy fried pita chips, cous cous tabouli salad, hummus dip and cilantro pesto vinaigrette

Barbeque Chicken and Citrus Salad $28 per person
Gourmet greens and radicchio, fresh citrus pasta salad, cucumbers, tomatoes, and toasted walnuts, served with chipotle lime ranch dressing

Florida Gulf Shrimp and Crab on Baby Spinach Salad $34 per person
Bed of baby spinach and crispy romaine, roasted calabaza, red peppers, sweet caramelized onions, marinated feta cheese, grape tomato, and cucumber, served with grain mustard citrus vinaigrette

Grilled Chicken Teriyaki Wrap $24 per person
Sticky rice, crunchy veggies, and a sweet chile garlic dipping sauce, served with Asian citrus slaw, seasonal fruit kabob, and a citrus yogurt dipping sauce

Tuscan Peppered Sirloin Sandwich on Focaccia Bread $31per person
Grilled vegetable tapenade, beef steak tomato, caramelized red onion marmalade, fusilli pasta salad, marinated olives, and cherry peppers

Mojo Grilled Chicken Breast Salad $24 per person
Sliced marinated chicken on chopped romaine and iceberg lettuces, black bean tomato salsa, roasted plantains, cucumber and onion salad, served with lime cilantro vinaigrette

DESSERTS

Please select <u>one</u> from the following:

Tri Chocolate Pastry Bombe
White, milk and dark chocolate pastry crème with raspberry preserves, topped with shaved chocolate, presented in a dessert cup

Bavarian Peach Melba
Georgia peaches, vanilla crème and melba, with a raspberry coulis, presented in a dessert cup

Strawberry Chocolate Romanoff
Strawberries and crème with vanilla cake, topped with shaved chocolate, presented in a dessert cup

Black Forest Cherries Jubilee Crème Cake
Chocolate cake with bing cherries, chocolate mousse, cherry crème and shaved chocolate, presented in a dessert cup

New York Cheesecake
Bourbon peach and cream melba

Authentic Key Lime Pie

Carrot Cake

PLATED LUNCHES

Plated lunch entrees include choice of salad, hearth baked rolls and butter, dessert, freshly brewed coffee, decaffeinated coffee, hot tea and iced tea.

SALADS

Please select <u>one</u> from the following:

Garden Harvest Salad
Hand-picked lettuce with vine-ripened tomatoes, crisp cucumbers, red radishes, radicchio, crunchy carrots and toasted sunflower seeds with burgundy wine vinaigrette

Baby Spinach Salad
Tossed baby spinach with grape tomatoes, sliced cucumbers, hard boiled eggs, candied pecans and golden raisins, served with spiced mustard vinaigrette

Classic Caesar Salad
Chopped romaine lettuce topped with home-style croutons and shredded parmesan cheese, served with classic Caesar dressing

Iceberg Wedge Salad
Wedge of iceberg lettuce topped with sliced radishes, chopped bacon bits, roma tomatoes and crumbled bleu cheese, served with choice of balsamic vinaigrette or bleu cheese dressing

Spring Mix Salad
Red and yellow pear tomatoes, radishes, carrot curls and croutons, served with sherry vinaigrette

Florida Citrus Salad $4 additional
Bibb lettuce, tomato, orange slices, red onion, cracked black pepper, olive oil and sea salt, served with balsamic vinegar

Hearts of Romaine Salad $4 additional
Beef steak tomatoes and Florida Bleu Sunshine cheese, served with citrus honey vinaigrette

PLATED LUNCH (continued)

ENTREES
Please select <u>one</u> from the following:

Pan-Seared Mahi Mahi $32 per person
Pan-seared Mahi Mahi with curry spiced lime beurre blanc, sprouts, pineapple fried rice and sautéed seasonal vegetables

Chili-Seared Salmon $31 per person
Chili-seared Salmon served on a scallion noodle nest with Caribbean fruit salsa, garlic cilantro butter, and steamed fresh vegetables

Golden Tomato and Vegetable Rollatini $27 per person
Fresh pinwheel shaped pasta stuffed with ricotta and mozzarella cheeses, roasted asparagus and baby vegetables, served with Rosa cream sauce

Roasted Portobello Mushrooms $27 per person
Roasted Portobello mushrooms stuffed with risotto, sun-dried tomatoes, thyme and Parmesan cheese gratin, served with a medley of freshly harvested vegetables

Spinach, Mushroom and Goat Cheese Purse $28 per person
Goat Cheese, spinach and mushrooms in a purse presented on angel hair pasta, carrots and roasted Roma tomatoes, served with toasted pepitas and cilantro pesto sauce

Sautéed Sofrito Chicken $30 per person
Breast of chicken sautéed with black beans and cheese, basmati rice, flame-roasted red peppers, onions, tomatoes, olive oil, and seasonal fresh vegetable medley

Tandoori Roasted Chicken $29 per person
Roasted tandoori chicken with Florida honey and served with basmati rice, fresh curried potato and vegetables

Grilled Breast of Chicken $29 per person
Grilled breast of chicken with balsamic glazed cipollini onions and baby tomato relish, whipped Yukon gold potatoes, and roasted seasonal fresh vegetables

Roasted Tenderloin of Beef $42 per person
Sliced beef with red chimichurri sauce, olive oil and sea salt roasted Yukon potatoes, and fresh seasonal vegetables

English Cut Sirloin of Beef $38 per person
Roasted sirloin of beef with bordelaise sauce, Yukon gold mashed potatoes, and fresh seasonal vegetables

PLATED LUNCH (continued)

Boneless Pork Chop $32 per person
Pork loin with green apples, mushrooms, and sweet onion cornbread stuffing, caramelized shallot and sherry pan gravy, served with medley of seasonal vegetables

Mojo Spiced Pork Tenderloin Medallions $31 per person
Mojo spiced Pork tenderloins with fresh corn arepas, peas and rice, crispy plantain chips, grilled tropical fruit chutney and aji sauce, served with seasonal fresh vegetables

DESSERTS

Please select one from the following:

Tri Chocolate Pastry Bombe
White, milk and dark chocolate pastry crème with raspberry preserves, topped with shaved chocolate, presented in a dessert cup

Bavarian Peach Melba
Georgia peaches, vanilla crème and melba, with a raspberry coulis, presented in a dessert cup

Strawberry Chocolate Romanoff
Strawberries and crème with vanilla cake, topped with shaved chocolate, presented in a dessert cup

Black Forest Cherries Jubilee Crème Cake
Chocolate cake with bing cherries, chocolate mousse, cherry crème and shaved chocolate, presented in a dessert cup

New York Cheesecake
Bourbon peach and cream melba

Authentic Key Lime Pie

Carrot Cake

LUNCH BUFFETS

Included with all your luncheon buffets are hearth baked rolls and butter, dessert, freshly brewed coffee, decaffeinated coffee, hot tea and iced tea.

DELI LUNCH BUFFET $27.50 per person

(Minimum Service for 25 persons)

Mixed Field Greens
Tomatoes, cucumbers, carrot curls, sunny sprouts, red cabbage, fresh croutons, and choice of creamy vinaigrette dressing

Choice of one of the following salads:

- **Bowtie Macaroni Salad**
  With carrots, celery and sweet onion

- **Southern Red Skin Potato Salad**
  With mustard, mayonnaise and relish

Sliced Deli Meats
Smoked turkey breast, roast beef, cured ham and Genoa salami deli meats

Sliced Cheeses
Cheddar, Swiss and Monterey jack

Lettuce, Tomatoes, Onions, and Dill Pickle Spears

Artisan Sliced Breads, Fresh Baguettes, Toasted Onion Rolls and Marble Rye

Picasso Brownies

Freshly Baked Gourmet Cookies

A $75 charge will be applied for service less than 25 guests.
Custom options available upon request.

THE SOUTHERN BUFFET $34 per person
(Minimum service for 25 persons)

Garden Harvest Vegetable Crudités
With home-style pickles

Classic Caesar Salad
Crisp romaine lettuce, garlic croutons, parmesan cheese and traditional Caesar dressing

Southern Cole Slaw
In a creamy citrus dressing

Slow Roasted Sirloin of Beef

Country Fried Chicken

Baked Three Cheese Mac and Cheese

Green Beans
With caramelized onions

Smokehouse Barbecue Sauce Bar

Baked Apple Cobbler

Double Fudge Brownies

A $75 charge will be applied for service less than 25 guests.
Custom options available upon request.

ORLANDO SUN COUNTRY PICNIC BUFFET $29 per person

(Minimum service for 25 persons)

Creamy Spinach and Roasted Artichoke Dip
With seasoned flat breads and specialty crackers

Tomato, Hearts of Palm and Radicchio Salad
With orange vinaigrette

Fusilli Pasta Salad
With red and yellow tear drop tomatoes, opal basil, crumbled feta cheese and red pepper vinaigrette

Baked Three-Potato Salad
With sour cream, grain mustard dressing and flat leaf parsley

Petite Sandwiches on sliced French baguette to include:

Smoked Turkey B.L.T. - cranberry aioli

Spicy Italian - salami, ham, capicola, mortadella and provolone cheese

Grilled Vegetables - roasted vegetables with fresh mozzarella and pesto

Individual Bags of Gourmet Kettle Chips

Freshly Baked Gourmet Cookies and Sweets

A $75 charge will be applied for service less than 25 guests.
Custom options available upon request.

LAKE EOLA BUFFET $34 per person
(Minimum service for 25 persons)

Seafood Pasta Salad
With confetti peppers and remoulade dressing

Tropical Fruit Salad
With lime and coconut

Wild Greens and Vegetable Chop Salad
With cucumbers, red onions, tomatoes, green beans, carrots and broccolini in citrus vinaigrette

Grilled Sofrito Chicken
Grilled chicken with chopped onions, green peppers, garlic and herbs

Dark Soy Grilled Mahi Mahi
With cipollini onions and balsamic glaze

Jasmine Rice

Steamed Seasonal Medley of Vegetables

Carrot Cake

A $75 charge will be applied for service less than 25 guests.
Custom options available upon request.

ATLANTIC COAST BUFFET $38 per person

(Minimum service for 25 persons)

Vine-Ripened Tomatoes and Fresh Mozzarella
With cracked pepper, sea salt and extra virgin olive oil

Grilled Vegetable Antipasto
With roasted sweet peppers and marinated olives

Bibb Lettuce Salad
With toasted walnuts, gorgonzola cheese and creamy Dijon tarragon dressing

Grilled Shrimp on Stick
With mango salsa and beurre blanc

Atlantic Cod
With lemon caper rémoulade

Roasted Breast of Free-Range Chicken
With mushrooms and red wine demi-glaze

Spinach Fettuccini
With sun-baked tomatoes, garlic cream and roasted artichoke hearts

Sautéed Seasonal Vegetables

Wild Blueberry Bars and Lemon Bars

A $75 charge will be applied for service less than 25 guests.
Custom options available upon request.

SOUTHERN COMFORT BUFFET $36 per person

(Minimum service for 25 persons)

Roasted Beet Salad
With baby spinach, citrus, bleu cheese, candied pecans and blood orange vinaigrette

Marinated White Bean Salad
With hickory smoked bacon and pickled red onions

Crunchy Carrot Slaw
With dill and golden raisins

Country Fried Chicken
A Southern favorite

Grilled Marinated Pork Chops
With mushroom, pepper and tomato Creole sauce

Sour Cream Mashed Potatoes
With green onions

Sautéed Green Beans

Corn Bread and Vegetable Biscuits
With whipped honey butter

Peach Cobbler

A $75 charge will be applied for service less than 25 guests.
Custom options available upon request.

PREMIUM LUNCH BUFFET $39.50 per person

(Minimum service for 25 persons)

The Premium Lunch Buffet offers many combinations of foods to best suit your attendees.

Please select two options from the following salads:

Garden Greens
With bleu cheese, candied walnuts and mustard vinaigrette

Classic Caesar Salad
Romaine lettuce, Caesar dressing, Pecorino Romano, garlic croutons, lemon wedges, and classic Caesar dressing

Tomato, Hearts of Palm, and Radicchio Salad
In orange vinaigrette

Tropical Fruits and Cheese Relish Display

Caprese Salad
Fresh mozzarella, tomato, basil and olive oil

Toasted Three Potato Salad
With baby spinach

Please select two options from the following entrees:

Chicken Francaise
With puttanesca sauce

Smothered Mojo Pork Loin
With onion, lime and garlic

Oven Poached Atlantic Cod
With lemon, capers, carrot, celery, leek and thyme

Poached Salmon
With lemon beurre blanc

Sliced Roast Sirloin
In garlic rosemary demi

Sofrito Chicken Supreme

PREMIUM LUNCH BUFFET (continued)

Please select two options from the following:

Baked Spinach Fettuccine au Gratin
Alfredo sauce and parmesan cheese

Roasted Sweet and Yukon Gold Potato Wedges

Jasmine Rice

Garlic Mashed Red Skin Potatoes

Baked Roma Tomato
Persillade bread topping

Three Cheese Potatoes au Gratin

Steamed Broccoli, Cauliflower, and Carrot Medley

Roasted Zucchini, Mushroom, Asparagus, Tomatoes, Onions and Peppers

Please select two options from the following:

Tri Chocolate Pastry Bombe
White, milk and dark chocolate pastry crème with raspberry preserves, topped with shaved chocolate, presented in a dessert cup

Bavarian Peach Melba
Georgia peaches, vanilla crème and melba, with a raspberry coulis, presented in a dessert cup

Strawberry Chocolate Romanoff
Strawberries and crème with vanilla cake, topped with shaved chocolate, presented in a dessert cup

Black Forest Cherries Jubilee Crème Cake
Chocolate cake with bing cherries, chocolate mousse, cherry crème and shaved chocolate, presented in a dessert cup

New York Cheesecake
Bourbon peach and cream melba

Authentic Key Lime Pie

Carrot Cake

A $75 charge will be applied for service less than 25 guests.
Custom options available upon request.

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Dinner

PLATED DINNERS

Plated dinner entrees include choice of salad, hearth baked rolls and butter, dessert, freshly brewed coffee, decaffeinated coffee, hot tea and iced tea.

SALADS

Please select <u>one</u> from the following:

Baby Iceberg Wedge
Slivered red onions, shaved carrots, crispy pancetta bacon, herb speckled oven dried tomatoes, and tangy ranch dressing or sweet balsamic vinaigrette

Caesar Wedge Salad
Romaine lettuce wedge with garlic herb croutons, parmesan cheese, and classic Caesar dressing

Grilled Antipasto
Peppers, asparagus, zucchini, olives and portabella mushrooms

Caprese Salad
Fresh mozzarella, tomato, basil and olive oil

Bibb Lettuce Salad with Gulf Shrimp $4.00 additional
Fresh orange, tomato, shrimp confetti, and citrus ranch dressing

ENTREES

Please select <u>one</u> from the following:

Soy Chicken Breast $38.00 per person
Soy ginger glaze, jasmine rice, spring onions, and crunchy Asian vegetable medley

Breast of Free Range Chicken $41.00 per person
Mushrooms, braised artichoke and sweet onion ragout, multi-grain pilaf, and seasonal fresh vegetables

Filet of Beef $52.00 per person
Red chimichurri sauce, crispy seasoned onion straws, butter mashed potatoes, and roasted root vegetables

English-Style Roast Sirloin $43.00 per person
Mustard horseradish demi, rosemary roasted golden potatoes, and seasonal fresh vegetables

PLATED DINNERS (continued)

Petit Filet and Grilled Prawns $68.00 per person
Argentinean steak sauce, oven-dried tomato, potato cheese gratin, and roasted vegetable medley

Pan-Seared Crab Cakes $47.00 per person
With charred corn and jalapeño cream, Thai basil oil, cracked black pepper linguini, and baby vegetable medley

Oven Roasted Grouper Filet $44.00 per person
With creamed spinach, herbed dauphinoise potatoes, and sautéed fresh vegetables

Grilled Portobello Mushroom and
Roasted Vegetable Wellington $35.00 per person
With tomato cumin puree, multigrain pilaf, and grilled vegetable medley

Lamb Chop $58.00 per person
Double-cut lamp chop with tomato mint relish, red wine demi glaze, rosemary roasted fingerling potatoes, and fresh seasonal vegetables

DESSERTS
Please select one from the following:

Tri Chocolate Pastry Bombe
White, milk and dark chocolate pastry crème with raspberry preserves, topped with shaved chocolate, presented in a dessert cup

Bavarian Peach Melba
Georgia peaches, vanilla crème and melba, with a raspberry coulis, presented in a dessert cup

Strawberry Chocolate Romanoff
Strawberries and crème with vanilla cake, topped with shaved chocolate, presented in a dessert cup

Black Forest Cherries Jubilee Crème Cake
Chocolate cake with bing cherries, chocolate mousse, cherry crème and shaved chocolate, presented in a dessert cup

New York Cheesecake
Bourbon peach and cream melba

Authentic Key Lime Pie

Carrot Cake

Custom options available upon request.

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Reception

RECEPTION

COLD HORS D'OEUVRES

Minimum order of 100 pieces per item. Prices below are for individual pieces.

Assorted Pinwheel Tea Sandwich $3.50

Belgian Endive with Black Forest Ham and Bleu Cheese Mousse $3.50

Tomato and Fresh Mozzarella Shooter $3.50

Prosciutto-wrapped Melon on Bamboo Skewer $3.75

Smoked Salmon on Wonton Crisp with Wasabi Aioli $4.00

Rice Roll with Jerked Tuna, Mango Relish and Wasabi Aioli $4.00

California Roll with Soy Dipping Sauce, Wasabi and Pickled Ginger $4.50

Caribbean Ceviche Shooter $4.50

Asian Spoon Ahi Tuna Tataki with Plantain Chip $4.50

Martini Crab and Curry Dip with Ciabatta Crisp $4.50

Roasted Garlic Hummus $3.25
On mini pita with cucumber carrot relish

Crab Salad in Mini Bouchée with Calypso Sauce $5.00

Jumbo Shrimp Cocktail with Lemons and Cocktail Sauce $5.00

Prosciutto-wrapped Shrimp with Remoulade $5.50

Buckwheat Blini with Smoked Salmon and Caviar $5.50

Custom options available upon request. Please speak to your Catering Sales Representative.

RECEPTION (continued**)**

HOT HORS D'OEUVRES
Minimum order of 100 pieces per item. Prices below are for individual pieces.

Mini Cheese Pizza $3.50

Spicy Buffalo Chicken Wing with Cool Ranch Dip $3.50

Vegetable Spring Roll with Sweet and Sour Dipping Sauce $3.50

Pot Sticker with Ponzu Sauce $3.50

Chicken Quesadilla and Green Chili Cheese $3.75

Beef Empanada $3.75

Vegetable Cheese Quesadilla $3.50

Chicken Tandoori Sate $3.75

Teriyaki Beef Kabob $3.75

Sausage and Cheddar Cheese stuffed Mushroom $3.75

Mini Beef Wellington $3.75

Blue Crab Cake with Citrus Herb Remoulade $4.50

Vietnamese Sugar Cane Shrimp $4.50

Bacon-wrapped Diver Scallop with Garlic Cream $4.50

Coconut crusted Shrimp with Pineapple Chutney $4.50

Custom options available upon request. Please speak to your Catering Sales Representative.

RECEPTION (continued)

RECEPTION STATIONS

Imported and Domestic Cheese Display
Garnished with seasonal fruit, sliced baguettes and assorted crackers
Serves approximately 25 guests $175.00
Serves approximately 50 guests $325.00

Sliced Seasonal Fruits and Berries Display
Served with an orange yogurt dip
Serves approximately 25 guests $150.00
Serves approximately 50 guests $300.00

Fresh Vegetable Crudités
Creamy mojito dip and spicy Florida ranch dip
Serves approximately 25 guests $150.00
Serves approximately 50 guests $275.00

Nacho Bar $9.75 per person
Six-color fiesta tortillas, black beans, queso blanco, chicken tinga, sour cream, guacamole, fresh jalapeño and pico de gallo

Baked Brie $150.00 wheel serves approximately 30 guests
Imported brie topped with a choice of sweet or savory fillings, wrapped in puff pastry and baked until golden brown, served warm
Select one topping:

- Tropical fruit chutney of mango, papaya, citrus and coconut
- Pineapple chutney
- Wild mushroom mélange

Bruschetta and Flat Bread Display $12.00 per person
Served with extra virgin olive oil and a variety of toasted flat breads
Specialty toppings to include:

- Roasted vegetables
- Tomato and mozzarella

Southwest Quesadilla Display $15.50 per person
Select one topping:

- Black bean, Cojita cheese and roasted chiles
- Shredded chicken, poblano chili and Gouda cheese
- Grilled southwest vegetables and jalapeño pepper jack cheese

RECEPTION STATIONS (continued)

Pasta Station* $14.50 per person
Tortellini and Penne Rigati
Please choose two sauces:

- Pomodoro
- Garlic and Cheese
- Sun-dried Tomatoes
- Pesto a la Vodka

Wild Mushroom Station* $14.50 per person
A bounty of regional mushrooms prepared with garlic, cream, demi glace and balsamic vinegar served with hearth baked crostini

Gulf Coast Paella Station* $16.50 per person
Fresh shrimp, chicken and chorizo sausage blended with seasoned rice in a rich broth garnished with peppers, onions and herbs

Slider Station* $15.50 per person – based upon 2 sliders per person
Select one of the following:

- Mini Angus beef slider with American cheese, special sauce, pickle relish, ketchup and mustard on a soft mini bun
- Mini chicken cutlet slider with pepper jack cheese and mayonnaise on a mini sweet bun

** All Stations require a Chef Attendant - $225.00 per chef*

DESSERT STATIONS

Ice Cream Social $7.50 per person
Premium vanilla ice cream, nuts, cherries, whipped cream, shredded toasted coconut, chopped assorted candy bars and cookies
Served with freshly brewed coffee and decaffeinated coffee

Strawberry Shortcake Station $5.50 per person
Build your own strawberry shortcake station to include:

- Fresh strawberries and mixed berry compote
- Shortcake biscuits, pound cake, chocolate sauce and whipped cream

Death by Chocolate Station $12.75 per person
Chocolate dipped Oreo cookies, pretzel rods, strawberries and peanuts
Double fudge brownies and double chocolate chip cookies
Served with assorted milks, freshly brewed coffee, decaffeinated coffee and hot teas

Liquid Nitrogen Ice Cream Bar $6.00 per person
Ice cream sandwich served between two freshly baked cookies, banana split bar served in a banana boat, or the option to freeze alcohol into your favorite frozen libation.
Service includes choice of two flavors and four toppings. Please contact your Catering Sales Manager for selections.

RECEPTION (continued)

CARVED TO ORDER STATIONS

All of the below are served with silver dollar rolls.
** Carving stations require a chef attendant.*

Sage and Rosemary Rubbed Turkey Breast
Orange cranberry sauce, yellow mustard and mayonnaise
Serves approximately 30 guests $300.00

Pepper and Sea Salt Crusted Steamship of Beef
Horseradish sauce, whole grain mustard and mayonnaise
Serves approximately 150 guests $775.00

Herb-Crusted Tenderloin of Beef
Horseradish sauce, grain mustard and mayonnaise
Serves approximately 25 guests $500.00

Porchetta Roast
Garlic and rosemary crusted pork shoulder roast served with mustard horseradish aioli
Serves approximately 75 guests $450.00

Argentinean Seasoned Baron of Beef
Ajili mojili sauce, aji sauce and salsa vinaigrette
Serves approximately 75 guests $400.00

Mustard Crusted Bone-In Ham
Pineapple jalapeño chutney and horseradish sauce
Serves approximately 50 guests $475.00

Garlic Rosemary Leg of Lamb
Minted demi and mustard sauce
Serves approximately 40 guests $350.00

Steamship Corned Beef
Whole grain mustard, horseradish sauce and citrus aioli
Serves approximately 150 guests $950.00

** All Carving Stations require a Chef Attendant - $225.00 per chef*
Custom options available upon request. Please speak to your Catering Sales Representative.

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Beverages

BEVERAGES

HOSTED BEVERAGES

Premium Liquors $7.00 per drink
Smirnoff Vodka or Ketel One Vodka, Tanqueray Gin, Bacardi Superior Rum, Jose Cuervo Especial Tequila, Johnnie Walker Red Label, Jack Daniel's, Canadian Club

Deluxe Wine $6.25 per glass
Copper Ridge - Cabernet Sauvignon, Chardonnay, White Zinfandel

Premium Wine $6.75 per glass
Beringer, Stone Cellars - Cabernet Sauvignon, Chardonnay, White Zinfandel

Domestic Beer $4.25 per bottle
Budweiser Select, Bud Light, O'Doul's Amber (non-alcoholic)

Imported Beer $4.75 per bottle

Draft Beer – Keg
Domestic $370.00 per keg
Imported $475.00 per keg

CASH BAR BEVERAGES

Premium Liquors $8.00 per drink
Smirnoff Vodka or Ketel One Vodka, Tanqueray Gin, Bacardi Superior Rum, Jose Cuervo Especial Tequila, Johnnie Walker Red Label, Jack Daniel's, Canadian Club

Deluxe Wine $7.00 per glass
Copper Ridge - Cabernet Sauvignon, Chardonnay, White Zinfandel

Premium Wine $8.00 per glass
Beringer, Stone Cellars - Cabernet Sauvignon, Chardonnay, White Zinfandel

Domestic Beer $5.00 per bottle
Budweiser Select, Bud Light, O'Doul's Amber (non-alcoholic)

Imported Beer $5.75 per bottle

Imported/Micro Brews available upon request; prices vary.
A Bartender fee of $225.00 per Bartender will be applied if bar sales do not exceed $600.00 per bar.

Customization of all liquor, beer and wine available upon request.
Please consult with your Catering Sales Representative for pricing.

BEVERAGES (continued)

WINES AND CHAMPAGNES (price per bottle)

Chardonnay
Copper Ridge, California $30.00
Beringer, Stone Cellars, California $32.00
BV Century Cellars, California $34.00
Mirassou, California $36.00
Clos du Bois, North Coast $40.00
Kendall Jackson, California $42.00
Edna Valley Vineyards, Central Coast $45.00
Rodney Strong, Chalk Hill $46.00
Robert Mondavi, Napa Valley $50.00

Cabernet
Copper Ridge, California $30.00
Santa Rita, 120 Series, Chile $32.00
Beringer, Stone Cellars, California $36.00
BV Century Cellars, California $36.00
Sterling Vintner's Selection, Monterey $45.00
Frei Brothers, Alexander Valley, Sonoma $48.00
Nutra, Chile (organic) $49.00

Merlot
Copper Ridge, California $30.00
Mirassou, California $36.00
Beringer, Stone Cellars, California $40.00
Blackstone, California $42.00
Rodney Strong, Sonoma $42.00
Sterling Vintner's Selection, Monterey $45.00
Frei Brothers Reserve $48.00

Pinot Noir
Meridian $36.00
Sterling Vintner's Collection, Monterey $55.00

Zinfandel
Sterling Vintner's Collection, Monterey $45.00

Varietal Wines
Chateau Ste. Michelle, Riesling $35.00
Tamas Estates, Pinot Grigio $38.00
Geyser Peak, Sauvignon Blanc $38.00
Ecco Domani, Pinot Grigio $38.00
Penfold Thomas Hyland, Shiraz $40.00
Sterling Vintner's, Sauvignon Blanc $42.00
Robert Mondavi, Fume Blanc $55.00

BEVERAGES (continued)

White Zinfandel
Copper Ridge, California $30.00
Beringer, Stone Cellars, California $32.00

Sparkling Wine – Champagne
Martinelli's Sparkling Cider $28.00
Domaine St. Michelle Brut, Columbia Valley $38.00
Korbel Brut Champagne $48.00
Maschio Prosecco, Italy $56.00
Moet & Chandon White Star, Champagne $75.00
Veuvre Clicquot, Champagne $90.00
Dom Perignon, Champagne $160.00

Wines are subject to change based upon availability.

Exclusivity
Centerplate maintains the exclusive right to provide all food and beverage in the Orange County Convention Center. All food and beverages, including water, must be purchased from Centerplate.

Menu Selection
Your knowledgeable food and beverage representative is eager to assist you with your event planning and menu selection, and to answer any questions or concerns. Even though our menus offer a wide variety from which to choose, your food and beverage representative - together with our executive chef – will be happy to craft custom menus to suit your special occasion.

Contracts
In order to execute your event, a signed copy of the Banquet Contract and Banquet Event Orders must be returned to Centerplate prior to any services being provided. The signed contract with its stated terms constitutes the entire agreement between the client and Centerplate. In addition, full payment for all services must be received in advance of your first event.

Food and Beverage Pricing
A good faith estimate of Food and Beverage prices will be provided six (6) months in advance of the Event's start date and will be confirmed at the signing of the contract. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases.

Service Charges and Tax
A 20% service charge will apply to all food, beverage and labor charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

The Service Charge of 20% is added to your bill for this catered event/function (or comparable service). 20% of the total amount of this Service Charge is a "House" or "Administrative Charge" which is used to defray the cost of set up, break down, service and other house expenses. 80% of the total amount of this Service Charge is distributed to the Employees providing the service as a gratuity. You are free, but not obligated to add or give an additional gratuity directly to your servers.

If the Customer is an entity claiming exemption from taxation in the State where the Facility is located, the Customer must deliver to Centerplate satisfactory evidence of such exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.

Payment Policy
A deposit of fifty percent (50%) of the total contract value will be required thirty (30) days in advance of the first function. The final fifty percent (50%) remaining balance due shall be paid in full prior to the start of the first scheduled function.

A completed credit card authorization form must be provided by the Customer as a guarantee of payment for any additional on-site services rendered. MasterCard, Visa and American Express are gladly accepted. Final payment is due within 10 days of invoice date. In the event payment is not received within 10 days the credit card on file will be charged.
All money due to Centerplate will begin to accrue 1.5% interest from the date of the invoice for all sums over 30 days. Additionally, any cost of collection and enforcement of the contracted services will be the responsibility of the event.

Guarantees
The Customer shall notify Centerplate, not less than five (5) business days (excluding holidays and weekends) prior to the Event, the minimum number of persons the Customer guarantees will attend the Event (the "Guaranteed Attendance").

There may be applicable charges for events with minimal attendance.

If Customer fails to notify Centerplate of the Guaranteed Attendance within the time required, (a) Centerplate shall prepare for and provide services to persons attending the Event on the basis of the estimated attendance specified in the BEOs, and (b) such estimated attendance shall be deemed to be the Guaranteed Attendance.

Centerplate will be prepared to serve five percent (5%) above the Guaranteed Attendance, up to a maximum of 30 meals (the Overage).

- If this Overage is used, the Customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
- Should additional persons attend the event in excess of the total of the Guaranteed Attendance plus the Overage, Centerplate will make every attempt to accommodate such additional persons subject to product and staff availability. Customer will pay for such additional persons and/or a la carte items at the same price per person or per item plus the service charge and local taxes.
- Should the guaranteed attendance increase or decrease by 33% or more from the original contracted number of guests, an additional charge of 20% per guaranteed guest may apply.

Meal functions of 2,500 and above are considered "Specialty Events" and may require customized menus. Your Catering Sales Professional and our Executive Chef will design menus that are logistically and creatively appropriate for large numbers. In certain cases, additional labor and equipment fees may be applied to successfully orchestrate these Events.

The Guaranteed Attendance shall not exceed the maximum capacity of the areas within the Facility in which the Event will be held.

Cancellation Policy

A charge will be accessed for cancellation of contracted services within 30 days of an event. The charge of 20% of the total estimated charges will be applied for cancellations within 30 days of the event. Any event canceled within seventy – two (72) business hours prior to the event requires payment in full for the estimated revenue based on the menu and event arrangements.

Alcoholic Beverage Guidelines

Centerplate is the sole holder of liquor licenses for the Orange County Convention Center. We retain the exclusive right and responsibility to provide and dispense any alcohol served at the facility. We reserve the right to request photo identification from any person in attendance and to refuse services to attendees who do not have proper identification or appear to be intoxicated. Alcoholic beverages are not permitted to be removed from the facility.

Alcoholic beverages may be donated for an event, provided the donation is to a registered non- profit organization and written notice submitted to Centerplate from the distributor / donor at least thirty (30) days prior to the event. The distributor / donor must state the selections, number of cases and delivery arrangements. A waiver fee will be accessed and charged to the customer based upon the size and scope of the donation. Waiver fees will be negotiated on a case-by-case basis. These fees apply to all donated product delivered and invoiced whether used or unused. All liquor must be delivered and removed from the premises by a licensed Florida wholesaler that provides Centerplate with an invoice priced for no less than their "laid in" cost. We do not assume responsibility for spoilage, uncorked bottles not consumed, or any bottles left on the premises after the event.

China Service

In all carpeted Meeting Rooms, china service will automatically be used for all meal services, unless our high-grade and/or compostable disposable ware is requested.

All food and beverage events located in the Exhibit Halls, with the exception of plated meals, are accompanied by high-grade and/or compostable disposable ware. If china is preferred, the following fee will apply:

- Breakfast, Lunch, Receptions, Dinners, Refreshment, or Coffee Breaks $2.00++ per person, per meal period or per break

Eco-friendly Services

A complete line of "green" products and services are available. Your assigned catering representative will be glad to discuss "green" options available for your events.

Linen Service and Special Event Planning

Centerplate provides its in-house linen for all meal function with our compliments. Additional linen fees will apply for specialty linens or linens required for meeting functions. Floral, décor and entertainment services can be arranged on your behalf. Our catering professionals will manage all aspects of your special event giving you the opportunity to address other conference and/or show requirements.

Holiday Service
There will be an automatic labor fee for food and beverage service or preparatory days on the following Federal holidays: New Year's Eve and Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

Centerplate will notify the Customer of estimated labor fees based on the information supplied by the Customer.

Delayed or Extended Service
On the day of your Event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge may apply.

Should your Event require extended pre or post service or stand by time, often necessitated by high functions, an additional labor charge will apply.

Food Storage, Delivery and Production Services
If an organization requires food preparation, heating, cold and dry storage, or other kitchen services, arrangements must be made no later than three (3) weeks in advance of the start of the event. Only Centerplate staff may perform all preparation as well as cooking within the facility's production areas. Charges for these services will be based on the requirements of the arrangements. Please contact your Catering Sales Representative for more information.

Liability
The sampling company / organization will be fully responsible for any all liabilities that may result from the consumption of their products and shall waive any and all liability against Centerplate.

Supplemental Staffing Fees
Unless indicated otherwise, charges for the staffing of your function are included in our menu prices, provided the guaranteed minimum sales requirements are met. When you request additional staffing - over and above what are normally provided - the following hourly rates will apply. Please note that a four (4) hour minimum per staff member applies.

Banquet Staff:	$45.00 per hour
Chef / Carver:	$56.25 per hour
Bartender:	$56.25 per hour

Food and Non-alcoholic Beverage Sampling Policy
All Food and Non – Alcoholic beverage samples brought into the Orange County Convention Center must have approval from Centerplate in writing prior to the event and adhere to the following guidelines:

- A company / organization may not bring any food, beverages or alcoholic beverages for use in the hospitality lounge, staff offices or back stage areas.
- All food and non-alcoholic beverage samples brought into the Orange County Convention Center must have approval from Centerplate Corporation in writing prior to the event and adhere to the following guidelines:

- A company / organization may only distribute samples of food and non-alcoholic beverage products that the company / organization produces or sells in its normal day-to-day operations. Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise.
- Food samples are limited to three (3) ounce portions
- Non-alcoholic beverage samples are limited to four (4) ounce portions.
- Sampling of Alcoholic Beverages is not permitted
- A written description that details the product and portion size to be sampled must be submitted in advance to Centerplate. Approval of sampling arrangements to the sampling company / organization will be provided in writing only.

Retail / Concession Service

Appropriate operation of Concession Outlets will occur during all show hours, starting one half hour before doors open to the Event. Centerplate reserves the right to determine which Carts/Outlets are open for business and hours of operation pending the flow of business.

For additional Concession Carts/Fixed Outlets, a minimum guarantee in sales is required per Cart/Outlet or Customer will be responsible for the difference in sales per Cart /Outlet.